



Coordinator, Development

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$42,500 annually

The Council of Development Finance Agencies (CDFA at www.cdfa.net) seeks a motivated, well-organized, and energetic individual to fill the position of **Coordinator, Development**. This position is critical to the continued success of CDFA's membership and sponsorship efforts. This is an exciting opportunity for an energetic and enthusiastic person to contribute to a great organization, working to create economic prosperity across the country. This position is located in Columbus, OH, and reports to the Director of Development. Travel is not expected for this position but may be offered occasionally.

Working at CDFA:

The Council of Development Finance Agencies is a national association dedicated to the advancement of development finance concerns and interests. CDFA is comprised of the nation's leading and most knowledgeable members of the development finance community representing public, private, and non-profit development entities. Members are state, county, and municipal development finance agencies and authorities that provide or otherwise support economic development financing programs.

The Council was formed in 1982 with the mission to strengthen the efforts of state and local development finance agencies fostering job creation and economic growth. Today, CDFA has one of the strongest voices in the development finance industry. The Council provides a number of avenues for assisting the development finance industry including education, advocacy, research, resources, and networking. CDFA is ultimately the conduit linking development finance professionals together.

The CDFA team is a growing and dynamic group focused on building economic prosperity for communities across the country. CDFA offers a very generous benefits package, including 10 paid holidays, 12 days of paid vacation and 10 days of personal leave. Vacation time increases with tenure. CDFA also offers a comprehensive health insurance package with employer contribution and an industry-leading 401(k) investment program with a 4% match. Opportunities for travel, to create flexible working schedules, and to build a career with expanded responsibilities and advancement are offered in exchange for hard work and dedication.

The CDFA offices are in the heart of downtown Columbus overlooking the Ohio Statehouse. Located in the bustling Gay Street District and steps away from the creative Discovery District, CDFA is surrounded by the work of our members, making it possible to see the direct connection between finance and economic development growth and prosperity. The CDFA team is driven by our core values and is a passionate and mission-driven group dedicated to celebrating victories and individual achievements. Team building exercises, fun activities, and cooking competitions are part of the everyday routine at CDFA. For more information about CDFA, visit www.cdfa.net.



Your Role:

The Development Coordinator is responsible for the management of CDFA's extensive internal database systems, as well as membership and sponsorship support helping to ensure CDFA member organizations receive the highest level of customer service. More specifically, the Coordinator will work with CDFA colleagues to perform the following tasks:

- Assisting with coordination and fulfillment of CDFA member and sponsor benefits, activating new members, renewing existing members, and addressing membership inquiries.
- Managing CDFA's contact database system including processing updates, importing new contact lists, and managing email subscriptions.
- Answering the CDFA office mainline and directing calls as appropriate.
- Providing staff assistance to the Director of Development.
- Other duties and special projects as assigned by the President & CEO.

Travel is not expected for this position but may be offered occasionally.

Qualifications:

Qualified candidates should be familiar with customer service and outreach. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the internet, and using email routinely. Previous database management experience is a plus. CDFA is seeking a people person who is motivated, has strong interpersonal and relationship-building skills, and a high energy level. The ideal candidate should be able to work independently, meet deadlines, and successfully handle multiple priorities. Great communication skills over the phone and email are highly desired. Finally, candidates should be able to work in a team environment and be willing to contribute to all of the Council's causes. A bachelor's or associate's degree is preferred and a high school degree is required.

The ideal candidate must possess the ability to work independently, with an outgoing and customer-service-oriented attitude and a high energy level. Possessing great communication skills including listening and providing feedback is required. Finally, the successful candidate will be able to work in a team environment and contribute to all of the Council's initiatives.

While performing the functions of this job, the employee is continuously required to talk or hear. Employee must be able to sit for extended periods, frequently look at a computer screen for extended periods, and is required to stand, walk, and reach with hands and arms.



Submission Criteria:

Interested candidates should email a cover letter, resume, and three professional/academic references. Candidates who fail to submit the required materials will not be considered for the position. Submissions should be sent to:

Human Resources
Council of Development Finance Agencies
100 E. Broad Street, Suite 1200
Columbus, OH 43215
jobs@cdfa.net

The projected starting date for this position is immediately based on finding a qualified candidate.

The Council of Development Finance Agencies does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its programs or activities, including employment, membership, participation, and sponsorship.