



Coordinator, Knowledge & Networks

Status: Full-time, Exempt
Location: Columbus, Ohio
Salary Range: \$40,000-55,000 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, Knowledge & Networks**. This position is critical to the continued success of CDFA's education, advocacy, research, resources, and networking efforts. This position is responsible for assisting with CDFA's research projects, resource collection, information sharing, newsletter publications, headlines review, and educational efforts. This is an exciting opportunity for an enthusiastic person to contribute to a great organization, working to create economic prosperity across the country. This position is located in Columbus, OH.

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 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 **Coordinator, Knowledge & Networks** will work on a variety of research, technical assistance, resource collection and data analysis projects. This includes:

- Assisting with special initiatives and designated research assignments
- Collecting resources and conducting research on targeted development finance programs
- Assisting with the writing of national publications
- Collecting and cataloging development finance headlines
- Preparing visual presentations for CDFA training courses and webinars



- Staffing meetings, and events and assisting with event planning as needed
- And, assisting with other duties and special projects as assigned

The **Coordinator, Knowledge & Networks** will have the opportunity to attend CDFA training events and participate in numerous learning experiences. Limited travel may be expected in this role with 1-2 trips per year.

Qualifications:

Qualified candidates should be familiar with research methods, resources, and information collection and have an understanding of the development finance and/or city and regional planning fields. A bachelor's degree is required. Candidates should have excellent organizational skills and be familiar with Microsoft Office, working on the internet, and using email routinely. Candidates must possess research, surveying, and associated skills commensurate with a position of this nature.

The ideal candidate must possess the ability to work independently, strong written and interpersonal skills, and a high energy level. The ability to work under deadlines and successfully handle multiple priorities and excellent relationship-building skills is a must. 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. Must be able to sit for extended periods of time. Frequently look at a computer screen for extended periods of time. Required to stand, walk, and reach with hands and arms.

Submission Criteria:

Interested candidates should email a cover letter, resume, salary request, one writing sample of at least four pages, 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.