

**IFF**  
**Position Description**

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<b>Title:</b>	Director of Lending – Education
<b>Reports to:</b>	Managing Director of Lending
<b>Department:</b>	Capital Solutions
<b>Department Function:</b>	Maintain a program of flexible loan products to targeted nonprofits; design programs to assist the target market obtain loans and needed financial assistance.

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**The Organization**

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, affordable housing developers, and grocery stores.

Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves. IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

**Basic Job Function**

The Director of Lending – Education provides leadership and management of lending activities to school and early childhood education-related nonprofits. The position will be located in Chicago, but will include additional geographic coverage of Wisconsin, Missouri, Minnesota, Iowa, and other Midwestern states as needed. The Director will provide input for and execute sector specific business development and sales activities derived from IFF's marketing strategy. He/she is responsible for setting sector lending goals, sourcing, underwriting and closing loans to target market borrowers and monitoring and maintaining relationships with key borrowers in his/her assigned geographic area. The Director will work closely with the Director of Lending – Education based in Detroit, as well as the Managing Director of Lending to develop and maintain visibility and relationships with education related nonprofits, relevant government, association networks, and others to promote IFF.

**Job Duties and Responsibilities:**

1. Primary relationship manager for education sector lending activities. Provides leadership and management of the loan process to set and meet lending goals, including

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- business development and loan origination, underwriting, analysis, preparation of recommendations to credit committee(s), assisting the Closing and Portfolio Management team with loan closings and loan monitoring. (60%)
- a. Screens projects for alignment with IFF and department goals. Evaluates loan requests including assessment of agency's management, financial condition and financial projections, project and operating plans, potential risks and other relevant data to support a recommendation of whether to make the loan. Follows up as necessary with the agency and others to obtain additional information.
  - b. Coordinating as necessary with the Managing Director of Lending and Loan Program Manager, underwrites, structures, packages and presents loan recommendations for approval to loan committees. Documents terms and conditions and issues commitment letter.
  - c. Establishes closing requirements and works with IFF Closing and Portfolio Management team, borrowing agency, and others as necessary to complete required documentation and close loans.
  - d. Provides support for other loan staff including assistance with complex transactions.
  - e. Works with the Closing and Portfolio Management team to support post-close monitoring including customer check-ins or site visits as required. Coordinates customer relationship management with Closing and Portfolio Management and supports effective relationship communications. Identifies potential problems and supports Closing and Portfolio Management work with borrowing agency to minimize late payments. As needed, works with Closing and Portfolio Management to negotiate and follow up on restructures or workouts.
  - f. In coordination with the Managing Director of Lending, develops and administers the sector lending budget, and reports business development and lending activities to the Managing Director of Lending. Works with the Vice President of Capital Solutions and the Managing Director of Lending to develop sector lending goals.
  - g. Maintains accurate and complete records on borrowers and prospects in CRM to ensure that information on all aspects of the loan program is readily available. As required, provides information on lending activity, impact, and performance.
  - h. Provides recommendations on new and improved lending programs, policies and procedures; marketing materials; application forms; tracking procedures; and general communications; in particular guidance leading to the success of the loan program.
2. Leads loan business development efforts in sector to build and maintain a strong loan

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- pipeline. Responsible for sector knowledge and updates throughout assigned region and Works with Corporate Communications and Public Affairs department (CCPA) to develop a marketing plan and implement appropriate marketing, business development and sales activities consistent with the plan. (15%)
- a. Follows up in a timely manner with inquiries provided through telephone calls or meetings.
  - b. Develops and pursues business leads from existing network of customers, contact with agencies and market influencers, community leaders and funders and follows up with generated leads.
  - c. Conducts presentations and workshops for clients as arranged and scheduled with CCPA.
3. Coordinates with other IFF departments, including Community Development Strategies, Resource Development, Real Estate Services and Research and Evaluation to support specific projects and initiatives, as well as overall IFF goals, programs and visibility. (15%)
  4. Maintains required job knowledge and skills and core professional competencies. Attend and participate in required educational programs and staff meetings. (5%)
  5. Performs other duties as assigned. (5%)

### **Performance Measures:**

- 1 Achievement of department lending and program goals in region.
- 2 High level of customer satisfaction with IFF products and services.
- 3 Leadership in maintaining IFF's role as a full partner to the nonprofit education sector.
- 4 Complete, accurate, timely, and thoughtful analysis for full understanding of underwriting and lending issues on all loan applications, and portfolio and risk assessment reports.
- 5 Identifies and recommends solutions to issues and problems relating to loan program implementation and role of IFF throughout the region.
- 6 Full participation and cooperation with CCPA staff and implementation of CCPA/Capital Solutions shared procedures.
- 7 Full participation and cooperation with Community Strategies, Real Estate Services and other IFF divisions to support implementation of RES work, special initiatives or other IFF business objectives.

**Position Qualifications:**

Education: MBA or MA strongly preferred, preferably in business, accounting, finance, or community development. A Bachelor’s degree plus five years additional relevant experience may substitute for an advanced degree.

Previous Experience: minimum of ten years of experience in banking, commercial mortgage lending, real estate and community development, or nonprofit/education management required with a track record of growth and increasing responsibility. Demonstrated competence in commercial real estate lending, cash flow and project analysis, underwriting, structuring and lending policies and procedures. Strong knowledge of Education Sector and Midwest region.

Special Knowledge & Skills: Knowledge of charter schools, early childhood education, community development principles and real estate finance and development. Familiarity with construction and lending practices and terminology; good interpersonal skills; high level written and oral communication and presentation skills, experience in formal presentations; proficient computer software user, including spreadsheets and databases. Thorough understanding of financial statements. Ability to think creatively about problems. Ability to work in and with all communities in the region. Ability to represent the interests of IFF and the department at all levels of government and with community and civic leadership. Network of contacts with nonprofit education related agencies or leaders a plus.

Unusual Requirements: Regular travel throughout the assigned region; Occasional evening and weekend work; able to inspect active construction project sites.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [jkraemer@iff.org](mailto:jkraemer@iff.org) with “Director of Lending – Education” in the subject line.

*IFF is an equal opportunity employer.*