

IFF
Position Description

Title:	GIS Research Assistant Analyst
Department:	Department of Research and Evaluation
Department Purpose:	Strengthening non-profits and the communities they serve through research, analytics and program evaluation. The Research department provides actionable insights to inform strategic plans and guide investments.
Reports to:	Vice President of Research and Evaluation

The Organization

IFF improves the world by strengthening nonprofits and the communities they serve. IFF uses our expertise in capital solutions, real estate and community development to improve the lives of people in low-income communities and with disabilities. Key to our success is our deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results.

Throughout the Midwest, IFF works with nonprofits in every sector, including human service agencies, health care centers, early education providers, schools, affordable housing, and grocery stores. Although the Research and Evaluation Department is housed in our Chicago headquarters, it provides research support across the Midwest to our six regional offices: Milwaukee, Wisconsin; St. Louis, Missouri; Indianapolis, Indiana; Minneapolis, Minnesota; Columbus, Ohio and Detroit, Michigan.

IFF proves that social return can coincide with financial return. IFF is a U.S. Department of the Treasury certified community development financial institution (CDFI), a member of the Federal Home Loan Bank of Chicago and the Opportunity Finance Network, and a past recipient of the \$5.5 million Wells Fargo NEXT award for Opportunity Finance. IFF is the largest nonprofit CDFI in the Midwest and one of only a few nationally to repeatedly earn the top AERIS rating. Since 1988, we have made over \$640 million in loans, leveraged \$1.7 billion in community investments, and grown our total managed assets to \$308 million. The real estate services department has completed over \$408 million in construction projects.

Accessing all the resources of IFF, the Research Department improves the lives of low-income and disabled persons by providing data and analytics to inform strategic investment by IFF and our government, foundation and nonprofit partners. The Department produces actionable insights and direction through Big Data analytics; high-impact research reports; spatial analysis and ongoing analytics. Working with top level elected officials, non-profit executives and sector leaders, the Department brings together diverse stakeholders and creates a single vision, mission and strategic direction based on data and analytics.

IFF is looking for candidates with a commitment to the mission of IFF and the nonprofit clients we serve. Someone who can demonstrate his/her creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Basic Job Function

Tapping into a passion for improving the world by strengthening nonprofits, the GIS/Research Assistant solves real-world community development problems using spatial analytics and data analysis. S/he assists with mapping projects, from collecting and cleaning data to mapping data. S/he extracts actionable insights from trends, patterns and spatial relationships. S/he presents her spatial analytics in high-quality maps and written materials. S/he provides administrative and research support, as needed. S/he is part of a team that works hard every day on something that really matters and thus is a strong team player. Concurrently, s/he is self-directed and able to meet tight deadlines in a fast-paced environment. The GIS Analyst must be curious about spatial relationships and its related software technology, and show a strong commitment to and passion for ongoing independent learning.

Job Duties and Responsibilities

- Collects, cleans and prepares data to support research projects. Wrangle large, complex datasets.
- Provide administrative support to the research team, as needed.
- Provide spatial analytic support and actionable insights to guide nonprofits, foundations, elected officials and government agencies in their investments and strategic plans. Make easily consumed, aesthetically appealing and visually impactful maps.
- Assist in developing spatial analytic frameworks, maps, and geographic tools that support IFF and its partners, as learning organizations, in having a transformational impact on low-income and disabled communities. Create mapping tools in ArcGIS online to support strategic and analytical thinking vis-à-vis identifying spatial relationships, patterns and trends.
- Assists with preparation and presentation of research reports. Present place-based and spatial-relationships findings and contribute maps and written materials to reports, publications and proposals. Assist with presentations, quantitative data visualizations and written materials.
- Participate on staff inter-departmental teams to complete multi-disciplinary research projects that provide solutions to internal and external clients.
- Values life-long learning. Strives for continuous professional growth and development, and the pursuit of excellence.

Performance Measures

- Successful completion of projects and project support according to budget, timeframe and goals set forth at the beginning of each project and department's policies and procedures. Supportive team player in administrative, research and GIS tasks.
- Research and mapping products consistently high-quality. Written drafts, outlines, analyses, visualizations, tools, reports and oral presentations are complete, accurate, comprehensive and clear. Appropriate supporting material and visual aids are well-utilized and enhance oral and written presentation. Written and oral presentations are well-organized, persuasive and communicate actionable insight(s).
- Relationship-management and communication with internal clients is client-centered. It is focused on informing and guiding high-impact and actionable outcomes. Clear and consistent communication with colleagues on progress of project. High level of colleague satisfaction with respect to services and analytics provided; and reports, tools and visualizations produced.
- Embodies value of life-long learning. Consistent focus on high-impact, actionable research. Innovates to support clients and IFF as learning organizations.

Position Qualifications

Education:

Bachelor's Degree required. Advanced Degree in geography, urban studies, planning or related field and experience a bonus.

Previous Experience:

Demonstrated proficiency in GIS software and geospatial analysis through schoolwork or on-the-job training. Three years relevant experience in an analytic setting or research-related economic or community development, public policy, nonprofit or think-tank position a bonus.

Special Knowledge & Skills:

Passion for IFF's mission. Knowledge of, experience in or willingness to learn about nonprofits, community development and issues facing low-income communities is essential.

Intermediate to advanced proficiency in ArcGIS Desktop and ArcGIS online tools with demonstrated ability to build custom online apps and sophisticated online GIS tools. Intermediate to advanced knowledge of HTML and Python preferred.

Familiarity with IBM SPSS Statics or related statistical software programs with demonstrated ability to learn how to write syntax in SPSS; proficiency in Microsoft Office suite required; and familiarity with Tableau preferred.

Exceptional analytic skills in spatial relationships, geography, financial data, demographic, healthcare, educational, housing or economic data.

Advanced critical thinking skills, exhibited by the ability to take information from a wide variety of sources and synthesize/analyze the information in the context of a research project.

Ability to work independently and as part of a team. Willingness to take on administrative tasks to support the team.

Unusual Requirements: Minimal regional travel may be required. Occasional evening and weekend work may be required.

Application Instructions

To apply, please submit a cover letter, resume and salary requirements to jkraemer@iff.org with "GIS/ Research Assistant Analyst" in the subject line.