



**Strengthening nonprofits and the communities they serve.**

*Sharing a mission of change*  
SINCE 1988 CELEBRATING 30 YEARS

**Illinois**

333 South Wabash Ave.  
Suite 2800  
Chicago, IL 60604  
312 629 0060

**Indiana**

The Platform  
202 East Market St.  
Indianapolis, IN 46204  
317 860 6900

**Michigan**

3011 West Grand Blvd.  
Suite 1715  
Detroit, MI 48202  
313 309 7825

**Missouri**

911 Washington Ave.  
Suite 203  
St. Louis, MO 63101  
314 588 8840  
  
3105 Gillham Road  
Kansas City, MO 64109  
816 335 4200

**Ohio**

500 South Front St.  
Suite 125  
Columbus, OH 43215  
614 484 1811

**Wisconsin**

215 North Water St.  
Suite 225  
Milwaukee, WI 53202  
414 563 1100

**IFF**

**Position Description**

<b>Title:</b>	GIS Analyst
<b>Reports to:</b>	Vice President of Research and Evaluation
<b>Department:</b>	Social Impact Accelerator – Research and Evaluation
<b>Department Function:</b>	IFF’s research and evaluation practice informs IFF’s strategic investments and produces actionable data for community partners – nonprofits, foundations, and municipalities. IFF also publishes place-based needs assessments, especially in the fields of early childhood and K-12 education.

**The Organization**

IFF is a mission-driven lender, real estate consultant, and developer that helps communities thrive by creating opportunities for low-income communities and people with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Social return can coincide with financial return.

Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, housing developers, and grocery stores. Our staff of nearly 100 professionals works from our Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Minneapolis, MN; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

IFF is a Community Development Financial Institution (CDFI) certified by the U.S. Department of the Treasury. We are the largest nonprofit CDFI in the Midwest and one of only a few nationally to earn the AERIS five-star, triple-A, policy-plus rating. Since 1988, we have made more than \$700 million in loans, leveraged \$2.3 billion in community investments, and grown our total managed assets to \$606 million.



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### **Basic Job Function**

The GIS Analyst solves real-world community development problems using spatial analytics and data analysis. The GIS Analyst will lead the development and implementation of spatial tools to support the work of IFF and will assist the Senior GIS Analyst with large-scale team projects, including collecting and cleaning to mapping data; extracting actionable insights from trends, patterns and spatial relationships; and presenting spatial analytics in high-quality maps and written materials. The GIS Analyst must be a strong team player, curious about spatial relationships and its related software technology, and able to meet tight deadlines in a fast-paced environment.

### **Job Duties and Responsibilities:**

1. Collects, cleans and prepares spatial data to support research and evaluation projects.
2. Develops innovative spatial analytic frameworks, maps, and geographic tools that support IFF as a data-informed organization by illuminating spatial relationships, patterns, and trends.
3. Designs and produces maps, charts and graphs that are easily consumed, aesthetically appealing, and visually impactful.
4. Contributes to the development of reports, publications and proposals. Assists with presentations, quantitative data visualizations and written materials.
5. Participates on staff inter-departmental teams to complete multi-disciplinary research and evaluation projects that provide insights and solutions for internal and external clients.
6. Develops and completes annual professional development plan, in consultation with supervisor.
7. Attends and participates in required educational programs and staff meetings.

8. Carries out other related tasks, requests, and duties as assigned.

**Performance Measures:**

1. 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.
2. Research and evaluation 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).
3. Relationship-management and communication with internal and external clients is client-centered. It is focused on informing and guiding high-impact and actionable outcomes. Clear and consistent communication with clients and colleagues on progress of project. High level of colleague and client satisfaction with respect to services and analytics provided; and reports, tools and visualizations produced.
4. Engagement with clients, colleagues, sectors and professional development embodies value of life-long learning. Consistent focus on high-impact, actionable research. Innovates to support clients and IFF as learning organizations.
5. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
6. Models personal accountability that promotes ownership and engagement.
7. Builds and maintains effective working relationships with colleagues, peers and team members.
8. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate

effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.

9. High level of satisfaction with both internal colleagues and external contacts.

**Position Qualifications:**

Education: Bachelor's Degree required. Master's Degree in geography, urban studies, planning or related field is a bonus.

Previous Experience: Demonstrated proficiency in GIS software and geospatial analysis. A minimum of three years of relevant professional experience required.

Special Knowledge & Skills:

1. 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.
2. Intermediate to advanced proficiency in ArcGIS Desktop and ArcGIS Online tools with demonstrated ability to build custom online applications and sophisticated online GIS tools. Knowledge of other GIS software a bonus. Intermediate to advanced knowledge of Python preferred.
3. Proficiency in Microsoft Office suite required. Familiarity with Tableau, IBM SPSS Statistics or other statistical software programs preferred. Knowledge of Adobe Illustrator or InDesign a bonus.
4. Exceptional analytic skills in spatial relationships, geography, financial data, demographic, healthcare, education, housing or economic data.
5. 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.



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6. Ability to translate technical data into messages and graphic representations meaningful to a broad audience. Effective and confident communicator.
7. Good relational skills (including with people from a diverse range of backgrounds) and ability to work collaboratively as part of a team.

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

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “GIS Analyst” in the subject line.

*IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.*