



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

Sharing a mission of change

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312 629 0060

Indiana

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Suite 2375
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
Suite 200
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

Title:	Senior Project Manager, Southern Region
Reports to:	Executive Director, Southern Region
Department:	Southern Region Executive
Department Function:	The Southern Region includes all aspects of IFF’s work including Core Business Solutions and the Social Impact Accelerator. Core Business Solutions includes: Capital Solutions, which provides loan and other financing products; and Real Estate Solutions, which provides a wide range of real estate consulting services to nonprofits. IFF’s Social Impact Accelerator Group is a cross-cutting team that sits at the nexus of nonprofits, communities, and IFF talent, and expertise. The SIA Group provides thought leadership and expertise to drive corporate strategy across markets and Core Business Solutions, leads IFF’s work in comprehensive place-based solutions and special initiatives, evaluates IFF’s work for nonprofits and communities, and implements internal IFF initiatives. The Group includes Research and Evaluation, Talent Management, Development, and Vital Services.

The Organization

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.

IFF provides flexible loans, facilities-related consulting, research and evaluation, real estate development and other community development leadership to clients across

the nonprofit sector in the Midwest, including human service agencies, health centers, schools, affordable housing developers, grocery stores, and arts and culture organizations.

Our staff of more than 100 dedicated professionals serve the Midwest from our Chicago headquarters and six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

IFF offers experiences and benefits unique among community development organizations including:

- a competitive compensation package
- family medical and dental coverage
- 12 days of sick time, and 15 days of vacation time to start
- summer Friday hours ending at 2 pm
- a 5% employer 401k contribution
- supplementary life insurance
- annual 360 performance reviews with potential salary increases based on performance.

Basic Job Function

The Senior Project Manager, Southern Region supports IFF's strategic focus areas within the annual market plan. Specifically, this person has responsibility for actively supporting business development activities and for the planning, project management, internal and external coordination and implementation of strategic initiatives within the Southern Region footprint. The position will sit in St. Louis but will include additional geographic coverage with travel across Missouri, including Kansas City, Southern Illinois, IFF's headquarters in Chicago, and Kansas.

The Senior Project Manager, Southern Region will need to effectively communicate about IFF's work in the market, build and maintain relationships with key nonprofit and community development stakeholders, effectively lead projects with both internal and external partners, and acquire and increase sector and project specific knowledge in order to successfully execute on the business development and project management activities. The candidate will also be responsible for proactive and effective cross functional internal communication.

Job Duties and Responsibilities:

1. Key relationship builder with the nonprofit, philanthropic, governmental and civic communities in the Southern Region with the primary purpose of supporting business development efforts in the region. Develops relationships with the nonprofit sector broadly to and coordinates with the Director of Lending and Director of Real Estate Solutions to build Capital Solutions, Real Estate Services and other business and help identify project opportunities.
 - a. Continuously conducts outreach to the nonprofit, philanthropic, governmental and civic sectors to understand nonprofit and community needs and present IFF resources and products. Develops working relationships throughout the sectors and identifies opportunities to further IFF's work and connect external stakeholders to internal cross functional teams and work streams.
 - b. Plans and executes targeted business development meetings and activities, including meeting arrangements, coordinating involved parties, preparing presentation materials, and managing follow up.
 - c. Through relationship building and research, understands opportunities for IFF products, services, and research to meet nonprofit and community needs.
 - d. Creates and maintains a business development and outreach tracking system to measure and adapt business development efforts using existing IFF infrastructure such as CASPER and Southern Region Pipeline Meetings.
 - e. Co-authors with the Executive Director an annual regional business development plan, including strategies and tactics, as part of the annual market planning process.
 - f. Works within (roughly 50% time) IFF Social Impact Accelerator Group to respond and evaluate community facility development and related system work in the region.

2. Coordinate with the President, Social Impact Accelerator (SIA), Vital Services Directors, VP of Research and Evaluation, and other SIA staff to provide local support for and management of work within the Southern Region. Support and/or management (varying by project) of the project process to meet goals and milestones including meeting and managing communication with key internal and external stakeholders, coordinating to support the Research and Evaluation team, executing assigned project deliverables, and integrating the work with IFF's overall strategic plan.
 - a. Co-creates project work plans, timelines and benchmarks, and tracks progress. Coordinates internal and external project participants, manages communication and alignment with key stakeholders, and produces related materials. Leads implementation of work plans, key activities and development of final deliverables.
 - b. Supports the Executive Director in initiative management through communicating partnership activities and program progress, performing analysis to support decision making, managing connectivity with local stakeholders, meeting scheduling, attendance and synthesis of key learnings and next steps.
 - c. Supports and aligns with Research and Evaluation in qualitative and quantitative review and analysis to inform and contribute to the production of project deliverables, synthesizing and disseminating key learnings, and making recommendations for resources, program design, and evaluation to facilitate desired program outcomes.
 - d. Regularly monitors initiative performance across key goals and uses feedback to revise and improve processes, tactics, and objectives.
 - e. Closely collaborates with Resource and Development including the development of funding proposals, interim and closeout reporting.
3. Supports collaboration with regional community development initiatives, work groups, and projects to expand IFF's market presence, facilitates business development activities, supports pipeline development, and align relevant Southern Region market planning and execution to external market

activities.

- a. Staffs committees of various community development collaborative efforts, attends meetings and business development events, and connects constituents to IFF's services.
 - b. Supports IFF Communications department in local communications efforts (i.e. posting news to social media), and planning and executing awareness and client appreciation events, including organizing event arrangements, coordinating involved parties, and assisting in follow up activities as necessary.
4. Coordinates with other IFF departments, including President, SIA, Vital Services Leads, Research and Evaluation, Resource Development, and Core Business Solutions including Capital Solutions and Real Estate Solutions to support specific projects and initiatives, as well as overall IFF goals, programs and visibility.
 5. Provides other operational support to the Southern Region office including meeting coordination, collaborating with IFF Marketing and Communications staff (including on special events), regional team coordination and communication, market plan performance tracking and general administrative support.

Performance Measures:

1. Achievement of annual business development goals as outlined in the market plan.
2. Successful, timely, and high-quality completion of tasks and deliverables associated with projects, including ability to manage multiple projects simultaneously.
3. Contributing to IFF's role as a high value-add partner to the nonprofit and community development sector as evidenced by existing customer surveys and informal customer and partner feedback.

4. High level of Executive Director, cross functional internal teams, external partner and client satisfaction with IFF programs and deliverables.
5. Problem-solves and works through challenges as they arise.
6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. Builds and maintains effective working relationships with colleagues, peers and team members.
9. 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.

Position Qualifications:

Education: Bachelors or Masters Degree in Business preferred, Social Work, Urban Planning, Policy, or other fields related to community development preferred, with equivalent years of relevant experience considered for non-degreed candidates. CDFI experience a plus.

Previous Experience: 1-5+ years of experience (depending also on other qualifications, education professional development) working in a business development or project management capacity, preferably in the community development, nonprofit/social services sectors, or real estate. Demonstrated track record of growth and increased responsibility.

Special Knowledge & Skills:

1. Demonstrated skills in project management.



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2. Knowledge of community development principles.
3. Strong writing, interpersonal, and oral communication skills; high level presentation skills, experience in formal presentations; proficient computer software user, including Office 365 and databases.
4. Ability to research, analyze, think creatively and critically, organize, and prioritize work to meet deadlines in a fast-paced environment across multiple projects.
5. Strong team orientation with the ability to collaborate effectively with external partners and employees at all levels.

Unusual Requirements: Travel required (frequency varying by project and season) throughout the Midwest. Occasional evening and weekend work.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Senior Project Manager, Southern Region” in the subject line.

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