



Strengthening nonprofits and the communities they serve.

Sharing a mission of change

Illinois

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Suite 2800
Chicago, IL 60604
312 629 0060

Indiana

One Indiana Square
211 North Pennsylvania St.
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:	Director of Early Childhood Services
Reports to:	President, Social Impact Accelerator
Department:	Vital Services
Department Function:	IFF’s Vital Services group identifies and recognizes the root cause of problems, leading with facilities and finance, to influence processes, policies and decisions to create access to resources and data-driven solutions, which are vital components of strong and equitable communities such as schools, early childhood services, housing and facilities. The Vital Services team is part of IFF’s Social Impact Accelerator (SIA) Group which 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 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



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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.

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; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

Basic Job Function

This position is designed to provide strategic leadership, management and coordination of IFF's nonprofit early childhood education (ECE) work and build internal expertise and external visibility for IFF in the ECE sector in all IFF states, as relevant and appropriate. Areas of involvement include policy on all levels of government, real estate planning and development, finance and lending and research and needs assessment analyses towards broader early childhood education systems change.

The Director of Early Childhood Services should have a thorough understanding of all aspects of high quality ECE programs including Head Start, Pre-K programs, and subsidized early childhood programs. The Director develops and maintains IFF's relationships with local and national ECE constituents and maintains visibility, high level of customer service and relationships to promote IFF.

The Director is tasked with leading IFF's design, coordination, and implementation of new, major investments from philanthropy to create and support high quality ECE system across the IFF region as well as executive level oversight of IFF's extensive programming in southeast Michigan.



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The position will be housed in IFF's Detroit office. It is expected that this position will travel considerably between Chicago and Detroit and, in future years, to IFF's other regional offices.

Job Duties and Responsibilities:

1. Lead programmatic responses by leveraging IFF's resources, expertise and relationships to create strategies and/or solutions to strengthen the ECE sector and contribute to systemic change. Including designing and implementing initiatives that further IFF's work and involve Core Business Solutions and the SIA.
2. Build IFF's knowledge on the environment, funding, political factors, leadership, and other relevant topics. Codify and share ECE sector knowledge across IFF through knowledge sharing and gathering.
3. Represent IFF at relevant discussions, convenings, and media outlets to promote IFF as an ECE expert and thought leader.
4. Represent IFF in local, state, and federal efforts to advance a high quality ECE system in IFF's region. Actively engage with stakeholders at all levels and share IFF's perspective with relevant stakeholders to advance and effect systems change.
5. Provide both high level strategic and day to day coordination of IFF's ECE work.
6. Collaborate with Detroit stakeholders at all levels to implement Detroit based ECE initiatives at a policy and program level. Work with IFF staff to implement the facilities development and finance components.
7. Support regional business development strategy, conduct outreach meetings, provide logistical support, and follow up with centers and agencies and pertinent external audiences.



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8. Build Core Business Solutions' pipelines and identify opportunities for IFF Development work as appropriate.
9. Continually improve and expand IFF's outreach and relationships.
10. Contribute both qualitative and quantitative information for fund raising proposals.
11. Maintain required job knowledge and skills and core professional competencies. Attend and participate in required educational programs and staff meetings.

Performance Measures:

1. Demonstrated collaborative leadership on programmatic response development, maximizing participation across the organization, with effective and tangible outcomes.
2. Multiple, tangible examples of codified knowledge within the organization (e.g. leading debriefings on programs to document learnings; document and share content from conferences and relevant events; gather and disseminate research and data)
3. Demonstrated thought leadership serving as a conduit between IFF and national and local conversations; driving local coalition efforts and convening relationships in sectors.
4. Clearly articulated policy and advocacy goals shared with prioritized relationships; changes tracked over time.
5. Internal and external meetings are facilitated in an organized way and are meaningful to the participants. Materials are prepared and circulated in advance. Outcomes of these meetings are documented and receive follow through.



6. Written and oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.
7. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
8. Models personal accountability that promotes ownership and engagement.
9. Builds and maintains effective working relationships with colleagues, peers and team members.
10. 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.
11. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's Degree or equivalent combination of education and/or experience required. Master's degree in Public Policy, Education Administration, Planning, or related field is preferred.

Previous Experience: Minimum of five years ECE experience, preferably with nonprofit corporations, ECE providers, stakeholders, policy, advocacy, and program development/implementation experience. Experience evaluating or working with ECE operations/systems.

Special Knowledge & Skills:

1. Familiarity with early childhood education policies, licensing requirements, and programs with a particular emphasis on blended funding and programmatic best practice.



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2. Experience leading comprehensive initiatives involving multiple stakeholders.
3. Familiarity with ECE centers, finance or facilities issues; familiarity with lending practices and terminology.
4. Excellent interpersonal skills.
5. High level written and oral communication and presentation skills.
6. Proficient computer software skills, including spreadsheets.
7. Ability to think creatively about problems.
8. Ability to work in and with all communities across the Midwest, and ability to represent the interests of the IFF at all levels of government and with community and civic leadership.
9. Network of contacts with nonprofit agencies or leaders a plus.

Unusual Requirements: Travel is required. The role may require occasional evening and weekend work. The Director of Early Childhood Services may visit various operating and prospective early childhood settings which could include abandoned buildings and vacant lots for full inspection/due diligence and visit active construction sites.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Director of Early Childhood Services” 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.