



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

Sharing a mission of change

Illinois

333 South Wabash Ave.
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:	Executive Director – Southern Region
Reports to:	Chief Executive Officer
Department:	Executive

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.

Our staff of nearly 110 professionals works from our home Chicago headquarters, and we also serve the Midwest from six regional offices: Columbus, OH; Detroit, MI; Indianapolis, IN; Kansas City, MO; Milwaukee, WI; and St. Louis, MO.

Basic Job Function

Provides broad executive level oversight, leadership and management for IFF Southern Region (comprised of Missouri, Central and Southern Illinois, and Kansas activities) lending, real estate consulting and development activities. Manages IFF’s St. Louis and Kansas City offices and oversees the development of Southern Region annual plans and works in collaboration with Core Business Solutions and the Social Impact Accelerator Group to implement. Continually evaluates and documents the impact of the plan for communication to others.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

Primary spokesperson for IFF in Southern Region communities. Develops and maintains visibility and relationships with nonprofits and relevant government, association networks, and others to promote IFF. Identifies opportunities to raise capital in coordination with the Management Team. Screens and prepares projects for alignment with IFF and department goals; continually documents the impact of the program for communication to others; and works with IFF departments to coordinate all work to better serve the needs of the target market.

Job Duties and Responsibilities:

1. Primary relationship builder with the nonprofit, philanthropic, governmental and civic communities in the Southern Region with the primary purpose of leading business development efforts in the region. Develops relationships with the nonprofit sector broadly to build loan and real estate consulting business and help identify development opportunities.
 - a. Continuously conducts outreach to the nonprofit, philanthropic, governmental and civic sectors to understand nonprofit and community needs and present IFF. Develops working relationships throughout the sectors.
 - b. Through relationship building and research, understands opportunities for IFF products, services, and research to meet nonprofit and community needs. Works with the various sectors to develop programmatic responses to assist nonprofits and communities needs using IFF products, services, and research.
 - c. Works with IFF Social Impact Accelerator Group to respond and evaluate community facility development needs in the region.
2. Manages the development of Southern Region Annual Plans and works with Core Business Solutions and IFF Social Impact Accelerator Group to develop lending, RES, Vital Services, place-based, and marketing and business development strategies and establish and meet goals for Southern Region and implement plans. Works with Senior Management Team to trouble shoot local challenges.
3. Provides recommendations on new and improved lending programs, policies and procedures; marketing materials; application forms; tracking procedures; and general communications.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

4. In collaboration with Managing Director, Regional RES and the Social Impact Accelerator Group, identifies strategic opportunities for RES and development across Southern Region.
5. Represents Southern Region as part of IFF Senior Management team.
6. Coordinates with and supports VPs of Resource Development and Corporate Communications and Public Policy around issues affecting the Southern Region.
7. Supports IFF capital development activities in Southern Region.
 - a. Works with CEO, CFO, and Presidents to establish plan for Southern Region fund and debt raising and set goals. Contributes quantitative and written materials for capital raising applications.
 - b. Meets with IFF investors and funders as appropriate; helps identify potential new investors and funders.
8. Works with CEO to identify members for the St. Louis and Kansas City Region Local Market Advisory Committees and acts as senior staff for the Committees.
9. Directly responsible for managing the Southern Region Office including supervision of staff, developing and administering the Southern Region budget, and reporting Southern Region sales, business development and lending activities to the Chicago Office.
10. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
11. Performs other duties as assigned.

Performance Measures:

1. Achievement of lending and RES goals in Southern Region.
2. High level of customer satisfaction with IFF products and services.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

3. Leadership in establishing IFF as a full partner to the nonprofit sector.
4. Recommends solutions to identify issues and problems relating to Capital Solutions, RES and Community Strategies program implementation and role of IFF throughout Southern Region.
5. Full participation and cooperation with Public Policy and Research and Evaluation divisions to support implementation of IFF work in Southern Region.
6. Full participation and cooperation with Business Development staff and implementation of Business Development/Loan shared procedures.
7. Full participation and cooperation with Resource Development staff and implementation of Resource Development plan.
8. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
9. Models personal accountability that promotes ownership and engagement.
10. Builds and maintains effective working relationships with colleagues, peers and team members.
11. 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.
12. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's degree required. MBA or MA strongly preferred, preferably in business, accounting, finance, or community development.

Previous Experience: Minimum of ten years experience in banking, mortgage lending, real estate and community development, or nonprofit management required with a track record of growth and increasing responsibility. Experience in



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

marketing community development or financial programs required. Demonstrated competence in commercial lending terminology and project analysis, and lending policies and procedures. Minimum three years in recruiting, training, and managing staff. Extensive knowledge of Southern region is highly preferred.

Special Knowledge & Skills: Management expertise and familiarity with performance-based management. Mastery of community development principles and real estate finance and development. Understanding of nonprofit financial statements. Familiarity with construction and lending practices and terminology.

Excellent interpersonal skills; high level written and oral communication and presentation skills, and proficient computer software skills, including spreadsheets. Ability to think creatively about problems. Ability to work in and with all communities in Southern Region and greater Midwest region. Ability to represent the interests of the IFF at all levels of government and with community and civic leadership. Network of contacts with nonprofit agencies or leaders a plus.

Unusual Requirements: In addition to extensive travel throughout the Southern Region, the Executive Director will spend time in Chicago each month. Occasional evening and weekend work; able to visit active construction project sites.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Executive Director – Southern Region” 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.