



**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>	Early Childhood Education (ECE) Program Associate
<b>Reports to:</b>	ECE Services Program Manager
<b>Department:</b>	Vital Services, Social Impact Accelerator
<b>Department Function:</b>	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 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



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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**

The ECE Program Associate provides proactive support for the coordination and implementation of IFF's nonprofit early childhood education work. Currently the work is focused on philanthropically funded initiatives focusing on improving ECE facilities quality and increasing the supply of quality ECE facilities. The role also includes coordination with IFF's policy, real estate solutions, capital solutions, communications, research and evaluation teams. The ECE Program Associate is an active team member in the implementation of ECE projects and the overall body of work in the ECE sector.

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

1. In partnership with the ECE Services Program Manager, Director of Early Childhood Services and Director of Real Estate Solutions, Michigan, provide both high level strategic and day to day administrative coordination of IFF's ECE programs and associated ECE real estate projects.
2. Work with ECE Services Program Manager and the Director of Early Childhood Services to inform, support and leverage IFF's lending, real estate services, capital solutions, communications, and research and evaluation department(s) to implement strategic ECE projects.
3. Work with ECE Services Program Manager and Director of Early Childhood Services to collaborate with key stakeholders at all levels to implement



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initiatives and support the advocacy of policies that encourage and facilitate high quality ECE ecosystems.

4. Work with ECE Services Program Manager and Director of Real Estate Solutions, Michigan, to proactively assess the status of projects, identify actual or potential problems, facilitate, guide and implement solutions to ensure that the activities supporting key initiatives are completed as planned.
5. Build IFF's knowledge in the ECE sector by researching, documenting, and codifying best practice, policy shifts, and other relevant topics. Support the ECE Services Program Manager and Director of Early Childhood Services in IFF's knowledge sharing program including actively maintaining internal knowledge sharing tools.
6. Keep ECE Services Program Manager and project team members apprised of progress through regular updates and/or meetings. Attend and participate in required educational programs and staff meetings.
7. Perform other duties as assigned.

**Performance Measures:**

1. Successful completion of projects according to the goals set forth for each program, the program budget and schedule, and internal policies and procedures.
2. High level of satisfaction from team members, key stakeholders, program funders and clients with respect to services/work performed.
3. Internal and external meetings are planned and facilitated in an organized way and are meaningful to participants. Outcomes of these meetings are analyzed and well presented.
4. Oral presentations are clear, well organized, comprehensive, and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.



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5. Relevant internal and external resources and research are acquired, maintained, updated, and accessible across the organization.
6. Written reports are comprehensive, accurate and timely and follows policies and procedures.
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, partners 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 required, preferably in architecture, real estate development, urban planning, public policy, early childhood and/or education administration, social services or social work.

Previous Experience: Minimum of two years of experience in education, community development, public policy, finance, or real estate products and services. Experience evaluating or working with early childhood education operations and/or the sector preferred.



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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 preferred.
2. Familiarity with early childhood education centers, finance or facilities issues; familiarity with real estate development and terminology; good interpersonal skills; team player.
3. Ability to foster a cooperative, mutually beneficial partnership with constituents.
4. Experience supporting comprehensive initiatives involving multiple stakeholders.
5. Ability to work within a wide variety of urban and suburban neighborhoods.
6. High-level written and oral communication and presentation skills, proficient computer software user, including spreadsheets and databases.

Unusual Requirements: Occasional evening and weekend work, travel throughout the Midwest.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “ECE Program Associate” 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.*