



**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**

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<b>Title:</b>	Senior Lender – Kansas City
<b>Reports to:</b>	Managing Director of Lending, Southern Region
<b>Department:</b>	Capital Solutions
<b>Department Function:</b>	Maintain a program of flexible lending to targeted nonprofits throughout the Midwest; design programs to assist the target market to obtain loans and required financial assistance; maintain financial planning data

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**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 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**

Responsible for loan production including business development, networking, relationship management, and loan approval and closing. Identify new business and relationship opportunities. Work with staff to implement sales and networking activities. Analyze and evaluate loan applications and make appropriate recommendations regarding loan approval. Participate in overall portfolio monitoring.

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

1. Primary borrower relationship manager for assigned region's lending activities. Responsible for sourcing, underwriting, seeking approval, and facilitating the closing and monitoring of loans, including those requiring complex structuring.
  - a. Responsible for guiding prospective borrowers through the loan application, approval and closing process.
  - b. Screens projects for alignment with IFF and department goals. Evaluates loan requests, including the agency's financial condition and projections, site analysis and building plans, operating plans, potential risks and other relevant data to support a recommendation of whether or not to make a loan. Follow up as necessary with agency and others to obtain additional information.
  - c. Coordinating as necessary with the Managing Director of Loan and Portfolio Management, underwrite, structure, package and present loan recommendations for approval to loan committees. Document terms and conditions and issue commitment letter.
  - d. Provide technical assistance on financing and financial systems to improve capacity of applicants and borrowers.
  - e. Support IFF's Customer Relationship Management database with data input to ensure that accurate and comprehensive information on all aspects of loan program is readily available, from initial contact through project closing

- and long-term monitoring. Contribute quantitative and narrative materials for fund raising applications and required reporting.
- f. Establish closing requirements and work with IFF Closing and Escrow Services team, borrower, attorneys, and others to facilitate closing process in timely and efficient manner.
  - g. Work with the Portfolio Management team to support post-close monitoring including customer check-ins or site visits as required. Coordinate customer relationship management with Portfolio Management and support effective relationship communications. Identify potential issues and support Portfolio Management work with the borrowing agency to minimize late payments and foreclosures. As needed, work with Portfolio Management to negotiate and follow up on restructures or workouts.
2. Lead loan business development efforts to build and maintain a strong loan pipeline. Work with Capital Solutions Marketing and Corporate Communications to implement appropriate marketing, business development and sales activities.
- a. Develop and pursue business leads from existing network of customers, contact with agencies and market influencers, community leaders and funders and follow up with generated leads.
  - b. Respond in a timely manner to inquiries from prospective borrowers, providing information regarding IFF lending programs, assessing loan readiness, and assisting as necessary to prepare loan submissions and related paperwork.
  - c. Follow up in a timely manner with leads provided through telephone calls, meetings or other marketing efforts.
  - d. Conduct presentations or workshops for customers and prospective borrowers as arranged and scheduled with the Managing Director of Lending or in coordination with other partners.
  - e. Cross sell other IFF products and services as appropriate.



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3. Participate with other Capital Solutions staff to research, develop, and improve lending programs, policies and procedures, marketing materials, application forms, tracking procedures, program goals, and general communications.
4. Provide guidance and mentorship to junior Capital Solutions staff.
5. Maintain required job knowledge, skills and core professional competencies. Attend and participate in required educational programs and staff meetings.
6. Perform other duties as assigned.

**Performance Measures:**

1. Achievement of lending and program goals. Long term quality of closed loans.
2. Complete, accurate, and thoughtful analysis for thorough understanding of underwriting and lending issues on all loan applications and portfolio and risk assessment reports.
3. Achievement of portfolio outreach and monitoring goals and increasing the profile and visibility of IFF across the region.
4. Solutions to identified issues and challenges relating to loan program implementation.
5. Achievement of department lending and program goals in region.
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.



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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.
10. 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, preferably in business, accounting or finance.

Previous Experience: Minimum of seven years' experience in banking, finance, or real estate finance required. Demonstrated competence in commercial lending terminology and credit and financial statement analysis. Experience with marketing loan products.

Special Knowledge & Skills: Familiarity with the nonprofit sector strongly preferred; familiarity with construction and lending practices and terminology; strong interpersonal skills; comfortable in presentation and workshop situations; proficient computer software user, including spreadsheets (Excel) and databases.

Unusual Requirements: Some travel within the Midwest including occasional overnight travel; occasional evening and weekend work; able to inspect active construction project sites.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with "Senior Lender-Kansas City" 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.*