Position Description

Title: Director, Programs and Initiatives

Reports to: VP Strategic Partnerships & Resource Development

Department: Strategic Partnerships & Resource Development

Department Function: The Strategic Partnerships and Resource Development department ensures the continued stability and growth of IFF through the identification and cultivation of strategic partnerships with a variety of philanthropic, corporate, and community partners. The Department seeks out new funding opportunities, employs communications strategies, and supports innovative community development strategies to advance IFF’s mission throughout its footprint.

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 over 100 professionals works from our Chicago home office, 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.

IFF has created multiple initiatives to respond to community need including the MacArthur Arts and Culture Loan Fund, the Kansas Healthy Food Initiative, and the Stronger Nonprofits Initiative (SNI). SNI is a 14-month cohort-based program to maximize the community impact of nonprofits led by people of color and/or serving low-income communities of color. Launched in Chicago in 2018, the program is now expanding to six additional cities in IFF’s service area.

**Basic Job Function**

Director Programs and Initiatives provides leadership for, and support to, IFF’s nonprofit capacity building, grant, and Core Business Solutions related programs. The Director is responsible for coordinating the design, implementation, evaluation, communication, and compliance for IFF’s programs and initiatives. Specifically, in the first year, the Director will coordinate and manage the roll-out IFF’s Stronger Nonprofit Initiative (SNI) for leaders of color, to cities in IFF’s Midwest footprint.

**Job Duties and Responsibilities:**

1. Provide overall management and coordination of all aspects of the SNI program in each city to meet goals and milestones including:

   - Creation, implementation, and oversight of workplans and key activities
   - Coordination of IFF cross functional department staff and external consultants
   - Partner with IFF’s Research and Evaluation practice on the formative, process, and extended evaluation processes
   - Convene and facilitate regular SNI partner meetings and provide program and progress updates
   - Work collaboratively with IFF’s Core Business Solutions leads and IFF’s Research and Evaluation practice to develop and refine SNI curriculum and customize for each city
   - Schedule, coordinate and implement program presentations and discussions with a particular focus on documenting lessons learned and codifying knowledge
• Support effective management of and reporting to program funder(s) in close coordination with IFF’s Resource Development team

2. Develop and implement a specific cohort outreach and recruitment plan for SNI in each city. Build relationships with key stakeholders to assist with outreach. Coordinate and manage outreach and recruitment activities. Plan and design kickoff events to inform potential applicants on the program. Manage applications and screening processes.

3. Serve as liaison for cohort participants and SNI partners. Serve as general resource for answering questions, troubleshooting and solving problems when they arise. Travel to meetings, coordinate logistics, and make presentations as needed. Work with IFF’s Research and Evaluation team and gather feedback, present insights, and provide recommendations for continual program improvement.

4. Work with external and internal IFF stakeholders to design new programs and initiatives that build nonprofit capacity and/or build IFF Core Business Solutions business. Work collaboratively with Resource Development to obtain funding for new initiatives and produce required funder reports. Proactively track and document grant activities in partnership with department staff to demonstrate progress on grant deliverables.

5. Collaborate with Communications staff to report program achievements and learnings including impacts and outcomes through reports and stories.

Performance Measures:

1. Successful and timely achievement of the programmatic goals for assigned programs and initiatives.

2. Successful problem-solving of challenges as they arise.

3. Creative and effective design of new programs and initiatives that drive business to IFF’s Core Business Solutions.

4. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
5. Models personal accountability that promotes ownership and engagement.

6. Builds and maintains effective working relationships with colleagues, peers, partners and team members.

7. 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.

8. High level of satisfaction with both internal colleagues and external contacts.

**Position Qualifications:**

**Education:** Bachelor’s Degree in human services, business, social work other fields related to community development required. Advanced degree preferred.

**Previous Experience:** 5 years of experience working in a project management capacity, preferably in the community development, nonprofit/social services sectors, providing programs to support communities of color. Demonstrated experience with recruitment and outreach; experience in designing and implementing professional development programs. Demonstrated track record of growth and increased responsibility managing multiple projects.

**Special Knowledge & Skills:**

1. Project planning capabilities, including the ability to establish long-term vision and goals, and the ability to align and manage activities toward execution of identified goals.
2. Deep commitment to equity, diversity and inclusion.
3. Proven ability to build and nurture relationships across geographies.
4. Self-starter with ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
5. Strong analytical skills with demonstrated project management experience.
6. Ability to communicate effectively with a variety of audiences. Exceptional verbal, written, and negotiation skills.
7. Ability to work with minimal supervision outside of formalized, central office setting.
8. Detail-oriented, flexible, dedicated and responsible individual.
9. Familiarity with non-profit organizations and community partnerships.
10. Strong ability to organize and prioritize information quickly and strategically.
11. Advanced proficiency with Microsoft Office Suite
12. Ability to think creatively about problems.

Unusual Requirements:  Regular travel throughout the assigned region; occasional evening and weekend work.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Director, Programs and Initiatives” 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.