



**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:	Resource Development Associate
Reports to:	Director of Resource Development
Department:	Resource Development
Department Function:	The Resource Development team ensures the continued stability and growth of IFF through the identification and cultivation of philanthropic, corporate and government sources of financial support for all departments, sector initiatives, and special projects. The team maintains current funder relationships through developing content on program impact, providing written reports, and stewarding donor relationships.

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.



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Our staff of approximately 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 Resource Development Associate will support the work of IFF to increase the visibility and funding of the organization. The Associate is responsible for implementing development efforts to support strategic priorities, lead general operating requests, and assist with prospect research. The ideal candidate is a developing development professional with top-notch writing and storytelling skills; the ability to communicate complex concepts simply and concisely; respectable graphic design skills; and strong project management skills.

Job Duties and Responsibilities:

Resource Development

1. Lead the submittal of general operating requests to financial institutions and foundations. Assist in compiling general operating grant boilerplate and general operating reports. Maintain required organizational and financial attachments for funder and investor proposals and reports. Assist with online application submissions. Maintain IFF online application passwords and related information.
2. Assist and support the completion of assigned funder reports and proposals. Coordinate with staff across departments to gather program updates and impact data to complete assigned reports. Assist with identifying client impact stories and developing short content about borrowers, clients, and program achievements, including impact. Develop charts, graphs, and other visual graphics for use in funder materials. Assist with Program Related Investments, Faith-Based Investor requests, and government applications as needed.
3. Ensure assigned grants are documented through grant life cycle. Assist with maintaining funder and foundation investor records. Record submissions in Resource Development tracking system and Client Relationship Management system. Ensure contract is reviewed and executed, thank you



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correspondence is sent, and reporting and renewal dates are entered into work plans and Client Relationship Management system.

4. Run fundraising and impact reports and assist with updating the Resource Development dashboard. Perform research on prospective funding opportunities and maintain prospect research spreadsheet and recommend potential funders that fit funding needs.

Administrative Support

1. Providing executive support: Coordinate travel arrangements and schedule meetings as requested by the Vice President of Resource Development and Strategic Partnership and the Vice President of Public Policy.
2. Providing team support: Assist with departments' file preparation, organization of team meetings, and editing and mailing of correspondence.

Performance Measures:

1. High-quality work products that are written well, crafted strategically, and aligned with IFF's goals and branding.
2. Timely execution of assigned projects.
3. Meets all assigned proposal and reporting deadlines.
4. Accurate maintenance of prospect research files, paper and electronic proposals, funder reports, and fundraising files.
5. Excellent communication and professional working relationships with IFF staff, and external stakeholders, including its nonprofit customers, investors, funders, partners, and the media.
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.

Position Qualifications:

Education: Bachelor's degree; or equivalent combination of education and/or experience required.

Previous Experience: Minimum 2 years of relevant experience in nonprofit fundraising.

Special Knowledge & Skills:

- Excellent oral and written communications skills
- High attention to detail, consistent and reliable follow through, and ability to prioritize.
- Strong Microsoft Office Skills; High level of experience with database systems preferred.

Unusual Requirements: Occasional travel throughout the assigned region. Possible evening and weekend work may be necessary; able to lift 20 pounds and stand for extended period.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Resource Development 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.