



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

Sharing a mission of change

Illinois

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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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| Title: | Director of Consulting - Research |
| Reports to: | Vice President of Research and Evaluation |
| Department: | Social Impact Accelerator, Research and Evaluation |
| Department Function: | IFF’s Social Impact Accelerator (SIA) Group 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. IFF’s research and evaluation practice informs IFF’s strategic investments and produces actionable data for community partners – nonprofits, foundations, and municipalities. |

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

The Director of Consulting - Research will oversee and support continuous learning and improvement for IFF's research consulting practice. The Director of Consulting will refine and implement processes and procedures to ensure the efficiency, effectiveness, and long-term sustainability of IFF's external research consulting practice. The Director of Consulting – Research will lead large research consulting engagements and provide general oversight of small and mid-sized research engagements. While this role currently does not have any direct reports, the Director of Consulting - Research will ensure that the Research & Evaluation Managers strive for and meet a standard of excellence across the IFF footprint through onboarding, knowledge sharing, and professional development. This role will also be responsible for messaging IFF's standard of excellence in its research consulting practice for potential clients, as well as the broader IFF organization. The Director of Consulting – Research will represent IFF's research consulting practice in key stakeholder, partner, funder, investor, and client meetings and presentations.

Job Duties and Responsibilities:

1. Leads project design and implementation for large research consulting engagements.
 - a. Develops project proposals, including research questions, data collection and analysis plans, timelines, budgets, and staffing roles and responsibilities.
 - b. Provides day-to-day oversight of the project team, including leading regular internal project meetings and client meetings, reviewing and



- conducting data analysis and interpretation, and developing and/or reviewing all project deliverables, including presentations and reports.
- c. Ensures projects are completed within time and budget constraints.
- d. Interacts with clients to ensure client satisfaction.
- 2. Oversees project design and implementation for small and mid-sized research consulting engagements.
 - a. Reviews and provides direct feedback to Research and Evaluation Managers on project proposals.
 - b. Develops project timelines and budgets.
 - c. Works with Research and Evaluation Managers and the Finance Team to ensure projects are completed within time and budget constraints.
 - d. Interacts with clients, as needed, for quality assurance and to ensure client satisfaction.
- 3. Establishes, implements, and ensures accountability to a formal review process to ensure all client deliverables are of a high-standard, including presentations, reports, and other relevant deliverables.
- 4. Manages complex stakeholder relationships. Collaborates effectively with external partners to plan, implement, report, and activate recommendations from research projects.
- 5. Provides real-time feedback and partners with the Vice President of Evaluation on annual performance reviews for the Research & Evaluation Managers.
- 6. Coordinates staffing and workload balance for Research and Evaluation team with Vice President of Research and Evaluation and the spatial analytics team.
- 7. Develops, implements, and ensures accountability to formal internal knowledge sharing mechanisms to ensure all IFF staff benefit from the research findings and recommendations.
- 8. Present research findings for clients and other key stakeholders, as well as at conferences and forums.
- 9. Participates on staff inter-departmental teams to complete multi-disciplinary research projects that provide insights and solutions for external clients.



10. Coordinates with Data Analytics, Resource Development, and Communications to support specific project deliverables.
11. Develops and completes annual professional development plan, in consultation with supervisor.
12. Attends and participates in required educational programs and staff meetings.
13. Carries out other related tasks, requests, and duties as assigned.

Performance Measures:

1. Successful completion of projects and project support according to budget, timeframe and goals set forth at the beginning of each project and department's policies and procedures.
2. Successful delivery of high-quality consulting deliverables by project staff in client engagements.
3. Creates and maintains an environment where Research and Evaluation team members are motivated and enthusiastic about performance of their work.
4. Engagement with clients, colleagues, sectors and professional development embodies value of life-long learning. Consistent focus on high-impact, actionable research. Innovates to support clients and IFF as learning organizations.
5. Continually seeks excellence and efficiency in research consulting engagements and departmental operations.
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.



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: Master's degree, preferably in social science, public policy, public health, or public administration. A Bachelor's degree plus five years additional relevant experience may substitute for an advanced degree.

Previous Experience: Minimum of ten years of experience in applied social science, public policy, or public health research with increasing responsibility and experience managing staff and leading large research projects.

Special Knowledge & Skills:

1. Strong knowledge of at least one of the following sectors: education, economic development, health, community development, or human services.
2. Experience with both quantitative and qualitative research methodologies.
3. Familiarity and comfort with utilizing various software and web-based tools for work products and communications, inclusive of the MS Office suite, database programs, spreadsheet, and project management packages.
4. Demonstrated experience with mentorship and supporting staff cultivation and growth.
5. Demonstrated excellence in verbal and written communication.



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6. Strong analytical and writing skills.

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

Application Instructions: Please submit a cover letter, resume, writing sample, and salary requirements to careers@iff.org with “Director of Consulting - Research” 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.