



**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:	Chief Credit Officer & SVP, Capital Solutions
Reports to:	President, Core Business Solutions
Department:	Capital Solutions
Department Function:	Maintain a program of affordable, flexible lending to targeted nonprofits throughout the market; design programs to assist the target market obtain loans and needed financial assistance; maintain financial planning data; design and implement special projects to assist the target market.

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 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.



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Basic Job Function

The Chief Credit Officer (CCO) provides leadership and management of the credit, portfolio management, policy, and loan closing functions of Capital Solutions. The position will be based in Chicago, but will require regular travel, dialogue, coordination and collaboration with Capital Solutions' staff throughout IFF's footprint. The CCO will have joint accountability with the SVP, Capital Solutions for the overall performance of the Capital Solutions Department.

The CCO will provide broad loan policy oversight and specific input and guidance on loan underwriting and structuring. She/he is responsible for consistent application of policy and underwriting principles for all loan requests. The CCO will work closely with the Chief Lending Officer (CLO) and SVP, Capital Solutions, as well as the Managing Directors of Lending, Executive Directors and her/his team, to ensure alignment in approach to target market, and correct and consistent application of policy and underwriting throughout Capital Solutions. The CCO will provide leadership to the Portfolio Management team, and work to ensure IFF's loan workouts and loan review protocols are adhered to. The CCO will ensure loan closings are conforming to approved policies and procedures and that maximum efficiencies and customer satisfaction are attained. The CCO will also provide direct oversight to the Credit Analysts and coordinate closely with the Managing Directors of Lending to best achieve an efficient and effective loan underwriting process.

Job Duties and Responsibilities:

1. Provide guidance, insights, and feedback on structuring, underwriting, and presentation of new loan requests and/or loan modifications.
 - a. Ensure appropriate feedback to Lenders and Credit Analysts on loan structuring and underwriting memos in advance of loan committee to ensure optimal request for approval. IFF strives to get to "yes" on loan requests (assuming it's in the best interests of the borrower), and the CCO should be collaborating with lenders to ensure structuring that both serves the borrower's needs and provides the credit protections required by IFF.



- b. Ensure codification of underwriting standards/guidelines as they surface.
 - c. Develop underwriting protocols for any new types of lending products.
 - d. Conduct trainings for professional development of staff.
2. Provide leadership to the Portfolio Management team:
- a. Provide leadership support to the MD, Portfolio Management, whose team proactively manages IFF's delinquent and high-risk borrowers to monitor portfolio performance and support full loan recovery.
 - b. Ensure compliance with IFF's financial, portfolio, and collateral management policies and procedures.
3. Primary leadership and ownership of IFF Loan Policy.
- a. Maintain and lead updates of IFF loan policies and risk rating methodologies in conjunction with other senior Capital Solutions staff, and President – Core Business Solutions.
 - b. Ensure loan requests, modifications, closings, and portfolio management follow process and protocol consistent with approved policies.
4. Oversee and manage the Closing and Escrow Department
- a. Oversee process for construction loan advances, disbursement projections, and file management to secure collateral and validity of loan and risk exposures processed or managed within Capital Solutions.
 - b. Oversee the Closing and Escrow team's management of IFF closed loans and draws under loans closed.

- c. Establish and monitor performance metrics to support quality control, efficient processing and customer satisfaction.
 - d. Ensure proper booking of loan details and compliance requirements on systems.
 - e. Collaborate with the Data team to drive meaningful loan data analysis.
5. In coordination with the CLO, supports the financial and risk goals of IFF's Lending and Structured Finance business.
- a. Identify product or programmatic opportunities to meet the needs of IFF target market customers and communities.
 - b. Ensure new products and programs incorporate the appropriate risk criteria parameters.
 - c. Participate as a voting member and serve as Chair of IFF's internal credit committee (ICC) and assess risks, mitigants and optimal structuring of individual loan requests.
6. Maintains required job knowledge and skills and core professional competencies. Attend and participate in required educational programs and staff meetings.
7. Perform other duties as assigned.

Performance Measures:

- 1. Achievement of department lending and program goals, including asset quality, and loan specified closing metrics.
- 2. High level of both customer satisfaction with IFF products and services, as well as internal feedback that the underwriting and credit approval process is efficient.



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3. Comprehensive credit memos that provide thorough credit analysis and explanation of risks and mitigants.
4. Identifies and recommends solutions to issues and problems relating to loan program implementation.
5. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
6. Models personal accountability that promotes ownership and engagement.
7. Builds and maintains effective working relationships with colleagues, peers and team members.
8. 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: MBA or MA strongly preferred, preferably in business, accounting, finance, or community development. A Bachelor's degree plus ten years additional relevant experience may substitute for an advanced degree.

Previous Experience: Minimum of twenty years of experience in banking, commercial mortgage lending, real estate or community development required with a track record of growth and increasing responsibility, including management responsibilities. Demonstrated competence in commercial real estate lending, cash flow and project analysis, underwriting, structuring and lending policies and procedures, and loan closing process. Experience with nonprofit financials preferred.



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Special Knowledge & Skills:

1. Knowledge of community development principles and real estate finance and development.
2. Familiarity with construction and lending practices and terminology; good interpersonal skills; high level written and oral communication and presentation skills, experience in formal presentations; proficient computer software user, including spreadsheets and databases.
3. Thorough understanding of financial statements and credit analysis.
4. Ability to think creatively about problems.

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

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Chief Credit Officer, SVP" 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.*