

IFF
Position Description

Title:	Corporate Communications Manager
Reports to:	Director of Communications
Department:	Strategic Partnerships and Resource Development
Department Purpose:	<p>The Strategic Partnerships and Resource Development department is comprised of two teams – resource development and communications. The resource development team oversees IFF’s grant fundraising efforts. The communications team oversees two broad efforts:</p> <p style="padding-left: 40px;">(1) <i>Corporate Communications</i> centers around storytelling through our newsletter, website, social media channels, and print materials. Content is leveraged by staff as a way to demonstrate our commitment and credibility to current and prospective clients, funders, and investors.</p> <p style="padding-left: 40px;">(2) <i>Programmatic Communications</i> are embedded with our social impact staff – people who run programs, conduct research, and lead vital services – to create communications strategies that will help them achieve their on-the-ground goals with partners/clients.</p> <p>Each effort is led by a Communications Manager and overseen by the Director of Communications, who reports to the Vice President of Strategic Partnerships and Resource Development. The Director provides direct guidance to as well as connectivity between the Managers and IFF’s senior leadership, while also steering IFF’s thought leadership and media outreach efforts.</p>

The Organization

IFF is a mission-driven lender, real estate consultant, and developer that helps communities thrive by creating opportunities for low-income communities and people with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Social return can coincide with financial return.

Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, housing developers, and grocery stores. 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 Corporate Communications Manager is a “communications generalist” position that requires a broad skillset in writing, design, strategy, and project management. The ideal candidate is an experienced communications professional with top-notch writing and story-telling skills; the ability to communicate complex concepts concisely and with an asset-based lens; a commitment to and talent for solving problems collaboratively; strong project management skills; adept technological know-how; and an eye for graphic design.

Major Duties and Responsibilities:

1. **Newsletter & Storytelling.** Our monthly newsletter is more than a newsletter – it’s the impetus for our online story library, which is leveraged across the organization as staff reach out to clients, funders, investors, and partners. The Corporate Communications Manager will be the primary person responsible for IFF’s monthly newsletter, which requires crafting at least four original stories per month in a journalistic style, as well as all the duties related to identifying and tracking story ideas over time; managing a content calendar that ensures a balance of stories by sector, market, line of business, and special programs; and distributing the newsletter on our website, email list, and social channels.
2. **Digital Tools.** The Corporate Communications Manager will be the primary person responsible for managing content on IFF.org and IFF’s social media channels (Facebook, Twitter, LinkedIn). Some content may be contributed by other members of the communications team and separate marketing team, but the Corporate Communications Manager will review and oversee all content before publishing.
3. **Print Materials.** The Corporate Communications Manager will partner with the Director of Communications to craft and maintain our corporate print materials.
4. **Branding.** The Corporate Communications Manager will partner with the Director of Communications to promote internal understanding of IFF’s brand, its design and style standards, and its communications strategy and goals. This may include maintaining IFF’s letterhead, business cards, and other business templates as well as watchdogging the use of IFF’s logo on customer signage.
5. **Other duties.** Perform other duties as assigned in support of IFF’s core communications in partnership with the Director of Communications (e.g., media support).

Performance Measures:

1. Understand and effectively communicate IFF’s mission, business, and impact.
2. Produce high-quality content that is written well, crafted strategically, and aligned with IFF’s goals and branding.
3. Execute assigned projects in a timely manner.

4. Forge excellent working relationships with IFF employees as well as external stakeholders, including nonprofit customers, investors, funders, and partners.
5. Cultivate a culture of openness in information sharing through open communication, cooperation, and knowledge sharing.
6. Model personal accountability that promotes ownership and engagement.
7. Value and support differences in others, contributing to an inclusive work environment.

Position Qualifications:

- **Education.** Bachelor's degree in communications, journalism, English, or related field.
- **Experience.** Minimum of 5-7 years as a communications generalist. Experience in and knowledge of nonprofit sector, community development, finance or real estate development a strong plus.
- **Special Knowledge and Skills.** Strong experience in content management systems such as or similar to WordPress and MailChimp; strong Microsoft Office skills; and some experience in Adobe Creative Suite, specifically InDesign and PhotoShop.
- **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, two writing samples, and salary requirements to careers@iff.org with "Corporate Communications Manager" 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.