



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

4177 Broadway Blvd.
Suite 100
Kansas City, MO 64111
816 335 4200

Ohio

172 E. State St.
Suite 203
Columbus, OH 43215
614 484 1811

Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202
414 563 1100

IFF

Position Description

| | |
|-----------------------------|--|
| Title: | Director of Research and Evaluation-Eastern Region |
| 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.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

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.

Basic Job Function

The Director of Research and Evaluation-Eastern Region is directly responsible for leading all research and evaluation projects in Michigan and Ohio. In conjunction with the Vice President of Research and Evaluation and eastern region leadership, this position establishes the strategic direction of the research and evaluation work in the region and supports a culture of learning and data-informed decision making within IFF and with our clients and partners. In addition to developing and leading IFF's research consulting practice in the eastern region, this position is also responsible for managing internal evaluation projects and developing and maintaining relationships with key local stakeholders within the eastern region. The Director of Research and Evaluation-Eastern Region serves as a member of the research and evaluation management team which includes the Vice President of Research and Evaluation, the Director of Consulting-Research, the Director of Spatial Analytics, and the Director of Programs and Initiatives.

Job Duties and Responsibilities:

1. Performs business development activities for the research consulting practice within the eastern region.
 - a. Prepares an annual business development strategy and implementation plan in support of the eastern region market plans.
 - b. Identifies opportunities and undertakes appropriate business development activities, including market research, networking, and client outreach.
 - c. Conducts outreach to potential clients and develops project proposals. Actively engages in ensuring client satisfaction for all research consulting projects in the eastern region.



- d. Establishes and maintains relationships with key stakeholders and partners including working collaboratively with eastern market leadership and the resource development team on maintaining philanthropic relationships as a primary funding source and customer base.
2. Leads project design and implementation for all large research consulting engagements in Michigan and Ohio.
 - a. Develops research plans, including research questions, research methodology, data collection and analysis plans, deliverables, staffing roles and responsibilities, cross functional interfaces, timelines, and budgets.
 - b. Provides day-to-day oversight of the project team, including leading regular internal project meetings and external client meetings, conducting and/or reviewing 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.
3. Provides general oversight of small and mid-sized research consulting engagements in Michigan and Ohio led by Research and Evaluation Managers.
 - a. Reviews and provides direct feedback to Research and Evaluation Managers on research plans.
 - b. Develops project timelines and budgets.
 - c. Works with Research and Evaluation Managers to ensure projects are completed within time and budget constraints.
 - d. Interacts with clients, as needed, for quality assurance and to ensure client satisfaction.
4. Manages complex stakeholder relationships. Collaborates effectively internal and external partners to plan, implement, report, and activate recommendations from research projects.
5. Present research findings for clients and other key stakeholders, as well as at conferences and forums.



6. Participates on staff inter-departmental teams to complete multi-disciplinary research projects that provide insights and solutions for external clients.
7. Coordinates with the Director of Consulting, Research to ensure proper resourcing for all research consulting projects and a standard of excellence for project deliverables.
8. Provides feedback and professional coaching for the Research and Evaluation Managers. Partners with the research and evaluation management team on annual performance reviews.
9. Leads evaluation projects in the eastern region. Ensures evaluation is woven throughout the lifecycle of all IFF-led programs and initiatives.
 - a. Collaborates with the Director of Programs and Initiatives on the design, development, implementation, evaluation, and replication of all programs and initiatives in the eastern region.
 - b. Leads theory of change conversations.
 - c. Develops evaluation frameworks and plans.
 - d. Engages program teams in reflective practice to promote continuous learning and program improvement.
 - e. Develops evaluation reports and ensures knowledge sharing and dissemination throughout IFF.
10. Coordinates with internal Data Analytics, Resource Development, and Communications teams to support specific research 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 execution of the annual business development strategy and implementation plan.
3. Continually seeks excellence and efficiency in the delivery of high-quality research and evaluation products to internal and external clients.
4. Effectively balance market strategies and priorities within the context of the regional research and evaluation practice.
5. 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.
6. Creates and maintains an environment where research and evaluation team members are motivated and enthusiastic about performance of their work.
7. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
8. Models personal accountability that promotes ownership and engagement.
9. Builds and maintains effective working relationships with colleagues, peers and team members.
10. 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.



11. 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 and/or evaluation with increasing responsibility and experience managing staff and leading large 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 success in matrix management, reporting, and operating environments.
6. Demonstrated excellence in verbal and written communication.
7. Strong analytical and writing skills.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

Unusual Requirements: Regular travel throughout Michigan and Ohio; occasional travel to Chicago; 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 Research and Evaluation-Eastern Region” 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.