



**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: Corporate Communications Manager

Reports to: Director of Communications

Department: External Affairs

Department Purpose: The External Affairs department is comprised of three functions that share a common goal to communicate with external audiences: (1) the Resource Development team oversees IFF’s grant fundraising efforts through philanthropic and government sources; (2) the Policy team is in touch with state and federal lawmakers whose decisions impact CDFI industry and IFF goals; and (3) the Communications team, which focuses on mass communications directed to our clients, partners, funders, and investors across our Midwest footprint.

The Communications team focuses on both organization-wide communications associated with storytelling, blogging, websites, social media, and print materials, as well as specialized programmatic communications in close collaboration with our social impact staff – people who run programs, conduct research, and lead vital services. The Communications team also works in close collaboration with IFF’s Marketing team, which utilizes many of the same tools and tactics. The content produced by the Communications team is leveraged by staff across IFF as a way to demonstrate our commitment and credibility to external audiences.



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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 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, consultants, or the 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.



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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.