



**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**

<b>Title:</b>	GIS Analyst
<b>Reports to:</b>	Director of Spatial Analytics
<b>Department:</b>	Social Impact Accelerator – Research and Evaluation
<b>Department Function:</b>	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.



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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 GIS Analyst solves real-world community development problems using spatial analytics and data analysis. As part of the Spatial Analytics team, the GIS Analyst will assist with lead the development and implementation of spatial tools to support the work of IFF on large-scale team projects, including collecting and cleaning to mapping data; extracting actionable insights from trends, patterns and spatial relationships; developing web apps and tools; and presenting spatial analytics in high-quality maps and written materials. The GIS Analyst must be a strong team player, curious about spatial relationships and its related software technology, and able to meet tight deadlines in a fast-paced environment.

### **Job Duties and Responsibilities:**

1. Collects, cleans and prepares spatial data to support research and evaluation projects.
2. Develops innovative spatial analytic frameworks, maps, and web apps and tools that support IFF as a data-informed organization by illuminating spatial relationships, patterns, and trends.
3. Designs and produces maps, charts and graphs that are easily consumed, aesthetically appealing, and visually impactful.
4. Contributes to the development of reports, publications and proposals. Assists with presentations, quantitative data visualizations and written materials.
5. Participates on staff inter-departmental teams to complete multi-disciplinary research and evaluation projects that provide insights and



solutions for internal and external clients.

6. Develops and completes annual professional development plan, in consultation with supervisor.
7. Attends and participates in required educational programs and staff meetings.
8. Carries out other related tasks, requests, and other duties as assigned.

**Performance Measures:**

1. Successful delivery of high-quality spatial products. Written drafts, outlines, analyses, visualizations, tools, reports and oral presentations are complete, accurate, comprehensive and clear.
2. Successful completion of project support according to budget, timeframe and goals set forth at the beginning of each project and department's policies and procedures.
3. 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.
4. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
5. Models personal accountability that promotes ownership and engagement.
6. Builds and maintains effective working relationships with colleagues, peers, partners and team members measured by high satisfaction on IFF team evaluation and client surveys.
7. 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



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collaborative, collegial, and caring community.

8. High level of satisfaction with both internal colleagues and external contacts.

**Position Qualifications:**

Education: Bachelor's Degree required. Master's Degree in geography, urban studies, planning or related field is preferred.

Previous Experience: Demonstrated proficiency in GIS software and geospatial analysis through schoolwork or on-the-job training. Three years relevant experience is preferred.

Special Knowledge & Skills:

1. Knowledge of, experience in, or willingness to learn about nonprofits, community development and issues facing low-income communities (e.g., education, housing, food access, and healthcare) is essential.
2. Intermediate to advanced proficiency in ArcPro and ArcGIS Online with demonstrated ability to build custom online applications and sophisticated online GIS tools. Intermediate to advanced knowledge of HTML and Python preferred.
3. Familiarity with statistical software programs; proficiency in Microsoft Office suite required; and familiarity with Tableau preferred.
4. Exceptional analytic skills in spatial relationships, geography, financial data, demographic, healthcare, education, housing or economic data.
5. Advanced critical-thinking skills exhibited by the ability to take information from a wide variety of sources and synthesize/analyze the information in the context of a research project.



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6. Ability to translate technical data into messages and graphic representations meaningful to a broad audience. Effective and confident communicator.
7. Good relational skills (including with people from a diverse range of backgrounds) and ability to work collaboratively as part of a team.

Unusual Requirements: Minimal regional travel may be required. Occasional evening and weekend work.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “GIS Analyst” 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.*