



**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**

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<b>Title:</b>	Development Associate – Michigan
<b>Reports to:</b>	Lead Developer – Michigan
<b>Department:</b>	Development – Social Impact Accelerator
<b>Department Function:</b>	IFF’s Development conceptualizes, evaluates, designs, and implements innovative and transformational community development projects and initiatives in key metropolitan areas in the Midwest as a consultant and, in some cases, as owner. The Development team is part of IFF’s Social Impact Accelerator Group which is a cross-cutting team that sits at the nexus of nonprofits, communities, 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.

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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



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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 we do who can demonstrate their creativity, diligence, enthusiasm, growth-mindset, thoughtfulness, and passion to make meaningful change in the areas of economic and racial justice.

Over 100 professionals work 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 Development Associate supports all aspects of IFF Development project process and the Lead Developer(s) who actively manage them.

**Job Duties and Responsibilities:**

1. Support all aspects of project management, meeting project goals and milestones defined by Lead Developers.
  - a. Coordinates site visits and outside real estate professionals
  - b. Coordinates predevelopment work associated with projects
  - c. Works with IFF team members to articulate project goals and coordinate RFP processes
  - d. Support the selection of vendors, their contracts and payment scenarios
  - e. Manager vendors as required by the project
2. Prepares financial analysis and other data tracking through project-related spreadsheets and IFF wide systems.
  - a. Create financial scenarios with IFF tools to evaluate deal economics
  - b. Collects, edits, enters, and verifies original data and maintains assigned computer databases (CRM) for Development
  - c. Supports integration and analytics related to cross functional work with a primary focus on the interdependencies with the Real Estate Solutions team
3. Supports construction draw (pay application) process, working with lenders, municipal partners, contractors, and title companies.



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4. Supports communication with project funders, municipalities and stakeholders to advance projects.
  - a. Assists in securing project funding through gathering of specific data, coordinating reports, and preparing application materials
  - b. Support community engagement planning and efforts
  - c. Coordinates financial closings of projects
5. Assist project fundraising efforts and grant management with IFF internal and external partners.
6. Coordinates between Development and other departments as required:
  - a. Actively supports annual budgeting process as requested
  - b. Serves as a liaison between Finance, Accounting and Development

**Position Qualifications:**

Education:

Bachelor's Degree preferred, ideally in architecture, construction management urban planning, business, or finance. A demonstrated and strong track record of relevant experience will be considered in lieu of a degree.

Special Knowledge & Skills:

1. Basic knowledge of community development, equitable development practices and the timelines involved in the process.
2. General understanding of commercial finance and lending practices.
3. General understanding of commercial development process, with a focus on entitlement, site planning, vendor selection, construction management.
4. Analytical and strategic skills; ability to plan, manage and implement multiple and complex projects; and ability to understand and conceptualize project goals.
5. Excellent communication (written and oral) and interpersonal skills.



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6. Demonstrated ability to be effective in iterative and evolving development processes
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 measured by high satisfaction on IFF team evaluation and client surveys.
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.

Noteworthy Requirements:

Local and regional travel may be required. The Development Associate may visit abandoned buildings and vacant lots. Occasional evening and weekend work may be required.

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