



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:	Structured Finance Associate, Structured Finance
Reports to:	Managing Director, Structured Finance
Department:	Capital Solutions
Department Function:	Maintains a program of flexible loan products to provide equitable access to capital for nonprofit organizations serving low-income communities; design programs to assist the target market in obtaining financing

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 we do and 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



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Basic Job Function

The Structured Finance Associate assumes responsibility for analyzing and coordinating New Market Tax Credit financing for nonprofit organizations and mission-oriented for-profit developers. The Structured Finance Associate takes an active role in developing new opportunities and building strong client and inter-departmental relationships. The Structured Finance Associate works on many projects simultaneously, participates in departmental planning meetings for projects, is an active team member on projects while supporting CapSol lending and other business activities, as required. The Structured Finance Associate will work closely with the Managing Director of Structured Finance to ensure alignment and consistency on completion of Department deliverables.

Duties and Responsibilities:

1. Assists with approval and closing of the New Market Tax Credit transactions, where IFF is an allocatee:
 - a. Assembles due diligence materials and responds to information requests to support the approval and closing process.
 - b. Coordinates efforts in facilitating financing for the project, including preparing letters of intent and term sheets.
 - c. Evaluates scope of services in support of the project (attorneys, tax accountants, IFF's Real Estate Services, IFF loan terms), as appropriate.
 - d. Prepares the underwriting package and presents deals to the Loan Committee and Community Advisory Committee.
 - e. Participates, coordinates and monitors the deal closing process.
 - f. Assists in unwinds of the New Market Tax Credit transactions.
2. Assists lenders with approval and closing of the source and leverage loans to the New Market Tax Credit transactions, where IFF is not an allocatee, as needed:



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- a. Assists the team with understanding the funding and compliance aspects of the deal, specific to New Market Tax Credits.
 - b. Supports the originations team during the approval and closing process.
3. Participates as a team member in the preparation of the NMTC application, including data collection, customer surveys, and quantitative impact analysis.
 4. Participates in annual compliance reporting to the CDFI Fund, including data entry into AMIS, and review of the annual portfolio reports.
 5. Makes presentations to and facilitates meetings with clients, represents Structured Finance and CapSol at meetings, presentations and events, as required.
 6. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required industry events, educational programs and staff meetings.
 7. Performs other duties as assigned.

Performance Measures:

1. Achievement of individual goals, approval and closing of the New Market Tax Credit projects according to the goals set forth for the Department;
2. Understanding and learning the New Market Tax Credit Program, staying updated on the CDFI Fund's guidance requirements and industry targets;
3. High level of client satisfaction with respect to IFF products and services;
4. Complete, accurate, and thoughtful analysis and communication of funding risks and their mitigants;



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5. Organization of meetings, reports and presentations in a comprehensive, persuasive and efficient manner;
6. Collaboration across Capital Solutions, including with lenders, portfolio managers and closing/escrow officers;
7. Contribution to a diverse, equitable and inclusive work environment, ability and willingness to communicate effectively with people of diverse backgrounds and experiences;
8. Personal accountability that promotes ownership and engagement;
9. High level satisfaction with the colleagues and external relationships.

Position Qualifications:

Education: Bachelor's Degree in Finance, Business Administration, Real Estate, Economics, or a related field preferred.

Experience: At least three years of related professional experience

Special Knowledge & Skills:

1. Familiarity with banking, commercial real estate, community or economic development.
2. Understanding of basic accounting and financial statement analysis concepts.
3. Ability to assess complex financial transactions and express complicated concepts in clear and understandable components.
4. Quantitative analysis and computer software skills, including Microsoft office, customer management databases and public industry sources.
5. Strong written, oral communication and presentation skills.



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6. Detail orientation, accuracy and commitment to deadlines.
7. Team player that can successfully work with all levels of internal and external partners and clients.

Unusual Physical Requirements: Occasional travel throughout the Midwest and nationally may be required. Occasional evening and weekend work may be required.

Application Process: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Structured Finance Associate” 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.