



**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

Title:	Managing Director, Credit and Policy
Reports to:	Senior Vice President, Chief Credit Officer
Department:	Capital Solutions
Department Function:	Maintain a program of affordable, flexible lending to targeted nonprofits throughout the market; design programs to assist the target market obtain loans and needed financial assistance; maintain financial planning data; seek resources to fund the loan program; design and implement special projects to assist the target market.

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 over 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.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

Basic Job Function

The Managing Director of Credit and Policy provides leadership and management of the credit underwriting and credit policy functions of Capital Solutions. The position will be in either Chicago or Detroit, but will require regular dialogue, coordination, and collaboration with Capital Solutions' staff throughout IFF's footprint. The Managing Director will provide broad loan policy oversight and specific input and guidance on loan underwriting and structuring. He/she is responsible for consistent application of policy and underwriting principles for all loan requests. The Managing Director will work closely with the Managing Directors of Lending and Managing Director of Portfolio Management to ensure alignment in approach to target market, and correct and consistent application of policy and underwriting throughout Capital Solutions. The Managing Director will also provide oversight to IFF's team of credit analysts) and coordinate closely with the Managing Directors of Lending on credit analysts support for loan underwriting.

Job Duties and Responsibilities:

1. Provide guidance, insights, and feedback on structuring, underwriting, and presentation of new loan requests and/or loan modifications.
 - a. Provide direct oversight to team of Credit Analysts, about credit memos and support of originations team.
 - b. Assist Lenders and provide feedback on loan structuring and underwriting memos in advance of loan committee to ensure optimal request for approval.
2. Primary leadership and ownership of IFF Credit Policy about regular updates, adherence, and explanation.
 - a. Maintain and lead updates of IFF loan policies and risk rating methodologies in conjunction with Chief Credit Officer, Chief Lending Officer, other senior Capital Solutions staff, and President – Core Business Solutions, as guided or directed by IFF Board of Directors.

- b. Ensure loan requests and modifications follow process and protocol consistent with approved policies.
3. In coordination with the Senior Vice President, Chief Credit Officer and CLO, supports the financial and risk goals of IFF's Lending and Structured Finance business.
 - a. Identify product or programmatic opportunities to meet the needs of IFF target market customers and communities.
 - b. Ensure new products and programs incorporate the appropriate risk criteria and capital investment parameters.
 - c. Participate as a voting member of IFF's internal credit committee and assess risks, mitigants and optimal structuring of individual loan requests.
4. Coordinate closely with CCO, CLO, Finance Department, Resource Development, and other key staff to support projects and initiatives, new requests, investor and funder relationships and ongoing reporting.
5. Maintains required job knowledge and skills and core professional competencies. Attend and participate in required educational programs and staff meetings.
6. Perform other duties as assigned.

Performance Measures:

1. Review and help structure credit action memos submitted by members of the lending and portfolio management teams to include a thorough credit analysis and an explanation of risks and mitigants necessary to support decisions being considered by IFF's Internal Credit Committee.
2. Participate in the presentation of loan requests during internal credit committee meetings by adding commentary insights.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

3. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
4. Models' personal accountability that promotes ownership and engagement.
5. Builds and maintains effective working relationships with colleagues, peers, and team members.
6. 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.

Position Qualifications:

Education: MBA or MA strongly preferred, preferably in business, accounting, finance, or community development. A Bachelor's degree plus ten years additional relevant experience may substitute for an advanced degree.

Previous Experience: Minimum of ten years of experience in banking, commercial mortgage lending, real estate or community development required with a track record of growth and increasing responsibility, including management responsibilities. Demonstrated competence in commercial real estate lending, cash flow and project analysis, underwriting, structuring, and lending policies and procedures, and loan closing process. Experience with nonprofit financials preferred.

Special Knowledge & Skills:

1. Knowledge of community development principles and real estate finance and development.
2. Familiarity with construction and lending practices and terminology; good interpersonal skills; high level written and oral communication and



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change

presentation skills, experience in formal presentations; proficient computer software user, including spreadsheets and databases.

3. Thorough understanding of financial statements and credit analysis.
4. Ability to think creatively about problems.

Unusual Requirements: Periodic travel throughout the Midwest; Occasional evening and weekend work.

Application Instructions: Please submit a cover letter, resume, and salary requirements to careers@iff.org with “Managing Director, Credit and Policy” 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.