

**IFF**  
**Position Description**

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<b>Title:</b>	Development Associate
<b>Reports to:</b>	Managing Director, Development
<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 development 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, and IFF talent, and technical experience. 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 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.

**Basic Job Function:**

The Development Associate is an active team member who supports projects conceptualized and managed by Lead Developers. The Development Associate can work on 6-8 projects simultaneously, participates in departmental planning meetings for projects, is an active Development Team member and supports the work of the Managing Directors, Development as needed.

**Job Duties and Responsibilities:**

1. May assist in the coordination of all aspects of project management, meeting project goals and milestones defined by Lead Developers.

- a. Coordination of third-party site visits (architects, contractors, other real estate professionals).
  - b. Coordinates and facilitates community engagement process.
  - c. Coordinates predevelopment due diligence for buildings and land (survey, environmental, appraisals, securing construction estimates, etc.).
  - d. Packaging project funding applications, gathering and tracking project-specific data, reporting and updating project summaries.
  - e. Assists in closing due diligence.
  - f. Willing to take direction and keep team members apprised of progress through
2. Assists in construction draw (pay application) process, working with lenders, partners, contractors and title company.
  3. Communicates with project funders, municipalities and stakeholders to advance projects and/or determine project viability.
    - a. Assists in securing project funding through gathering of specific data, coordinating reports and preparing application materials.
    - b. Coordinates financial closings of projects.
  4. Provides organizational support, document control and note taking for the development projects.
  5. Demonstrates independent learning and interest in development projects and processes.
  6. Performs other duties as assigned.

**Performance Measures:**

1. Successful completion of projects according to goals set forth for each project.
2. High level of internal and external client satisfaction with respect to services provided, attention to detail and reports produced.
3. Builds and maintains effective working relationships with colleagues, and obtains a high level of colleague satisfaction with respect to work performed.
4. Internal and external meetings are facilitated in an organized way and are meaningful to the participants. Outcomes of these meetings are analyzed and well presented.
5. Written and oral presentations are clear, well organized, comprehensive and persuasive. Communicates effectively with wide range of diverse audiences across the Midwest. Appropriate supporting material and visual aids are well utilized and enhance the presentation.

6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. 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:

Bachelor's Degree required, preferably in urban planning or studies, business or finance. A demonstrated interest in real estate development and project management is an acceptable equivalent to specific degrees above.

Special Knowledge & Skills:

1. General knowledge of real estate development projects and process.
2. Basic knowledge of affordable housing programs, community development, charter schools, or early childhood education preferred.
3. Analytical and strategic skills; ability to plan, manage and implement multiple and complex projects; and ability to understand and conceptualize project goals.
4. General understanding and interest in finance and lending practices and protocols.
5. Excellent communication (written and oral) and interpersonal skills
6. One to two years of experience working in a real estate development environment preferred.

Unusual Requirements:

Local and regional travel may be required. The Development Associate will visit construction sites, at times to include 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" 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.*