



## **Business Development Manager**

**Chicago, IL  
January 2012**

**Reports to:** Director of Marketing and Business Development (MBD)

### **Background**

The Business Development Manager implements business development and sales strategies to market IFF's mission and services to prospective customers throughout IFF's service area.

### **The Organization**

IFF is a regional nonprofit corporation that is designated as a Community Development Financial Institution (CDFI) by the U.S. Department of the Treasury. IFF has three business units: below-market lending to nonprofit corporations, real estate consulting and development for nonprofit corporations, and research related to the nonprofit sector. IFF was created by Chicago foundations in 1988 and has total assets of more than \$220 million. IFF has a staff of 64 and offices in Chicago, St. Louis, and Milwaukee.

### **Responsibilities of the Position**

Structure and maintain regular outreach programs designed to identify and directly engage with target market nonprofits. Actively seek, call, and meet with IFF target nonprofits to produce loan and real estate services inquiries and applications. Travel outside of the office on average three days a week to gain clients and sell IFF services; track activities.

Target and secure appropriate partners to host IFF presentations or roundtables.

Identify, attend, exhibit, network, and present at relevant conferences and community or trade events across the region. Execute related follow up activities in a timely manner.

Provide support for regional offices according to model established for each office, through direct lead generation, BD tools, and/or regional visibility plan. Maintain regular communication to ensure ongoing alignment of strategy.

Maintain and reinforce support tools, such as business development toolkits and lists for outreach, for Loan and Real Estate Services staff to engage in their own business development and cross sales.

Work with Director of Marketing and Business Development to create annual business development plans and sales strategies to meet IFF's productivity goals for the Loan and Real Estate Programs as well as newly-funded programs throughout the year. Determine communities of focus and suggest adjustments to plans throughout the year in reaction to external market factors.

**Desired Skills and Experience**

Experience: Minimum of five years sales experience, preferably with financial or real estate products and services. Proven interest in community development. Excellent oral communication and presentation skills.

Special Knowledge: Energetic and highly flexible approach to prospecting and sales. Vision/tenacity to pursue high volume business. Ability to foster a cooperative, mutually beneficial partnership with internal/external constituents.

Must be able to travel throughout IFF service area including overnight trips.

**Education**

Bachelor's Degree. Emphasis on business or marketing preferred.

**Contact**

To apply, submit a cover letter, resume and qualifications to:

John Kuhnen  
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No phone calls