



**Director of Compliance and Investor Programs
Chicago, Illinois
January 2012**

Background

IFF is seeking a Director of Compliance and Investor Programs to lead, manage and develop new initiatives and programs to maintain relationships and increase investment in IFF.

The Organization

IFF is a 22-year-old community development financial institution serving nonprofit corporations in low-income communities in Illinois, Indiana, Iowa, Missouri and Wisconsin. Its primary business units are lending and real estate consulting and real estate development. IFF's core business model is to obtain below-market investments, typically from banks, and re-lend funds through a long-term real estate mortgage product. Current assets are \$220 million. IFF has a staff of 64 and offices in Chicago, Milwaukee, Springfield, and St. Louis.

The Finance Department

The position reports to the Chief Financial Officer, who leads the Finance Department. This department oversees all financial planning, accounting, cash management, investments, audit and fiscal operations; prepares budgets and financial forecasts; provides financial and other information for funders and investors, and implements the financial forecast through investor programs.

Responsibilities of the Position

- Manage and maintain investor relationships for all investment types, including the loan consortium, note program, foundation and government funds.
 - Track commitments and pledges; prepare re-authorization with board of directors; assist in getting new commitments and pledges; identify new members of the loan consortium; prepare materials and reports; close investments; coordinate compliance and reporting; and support all relationships.
 - Help identify new investors, prepare materials and solicit or help solicit, negotiate, and close investments. Lead identification and solicitation of some investors, including foundations.
 - Coordinate reporting and compliance for various investments including, but not limited to, the Department of Education, Community Development Financial Institutions fund and New Markets Tax Credit investors.
- Participate in the process of matching targeted or restricted loan capital to loans; participate in or lead relationship management of all funding and financing relationships; lead analysis and negotiations as appropriate on new opportunities with pension funds, foundations, and religious investors and contribute to ideas for future structures and sources.
- Assist in applying for government funds, including CDFI, NMTC and other sources.
- Respond to needs for investor-related financial and impact information.

Desired Skills and Experience

- Strong financial skills, excellent communication and writing skills.
- Personable, energetic, flexibility in a position with both internal and external components.
- Experience working with reporting requirements for state and federal grants and requirements of reporting to foundations and investors.

Education

Master's degree in finance, business, or accounting preferred.

Contact

This position will be open until filled. To apply, submit a cover letter, resume and qualifications to:

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No phone calls