



Director of Research
Chicago, IL
August 2010

Reports to: Vice President of Public Policy and Communications

Background

The Director of Research develops a research agenda and conducts applied research that informs public policy and resource allocation decisions affecting the nonprofit sector. The position manages research proposal development, support of fundraising and financial planning. The Director determines a strategy for meeting goals; screens projects for alignment with IFF goals; documents the impact of IFF's research for communication to others; and coordinates with other departments. Research is part of the Public Policy and Communications department which manages a program of public policy, research and communications that: (1) advances IFF's priorities in the areas of community development finance, the nonprofit sector, charter schools, early care and education, health care and affordable housing; and (2) supports the growth of IFF in the Midwest. Research is funded through grants and contracts and conducts applied research on behalf of government and nonprofits. Research also provides consulting services to IFF's Real Estate Department.

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 works to provide below-market lending to nonprofit corporations and real estate consulting and development for nonprofit corporations. IFF was created by Chicago foundations in 1988 and has total assets of more than \$150 million. IFF has a staff of 45 and offices in Chicago, Springfield, St. Louis and Milwaukee.

Responsibilities of the Position

Develop a research agenda and build a research business, including the tracking and monitoring of trends in the nonprofit sector, identification of relevant research topics, and the preparation of research proposals.

Conduct research projects, including data collection, analysis, writing, publication plans, dissemination and public communication plans. Supervise all research projects and consultants as necessary, including negotiation of contracts and management of related budgets.

Prepare and deliver public presentations of research findings as appropriate.

Prepare a financial plan for the research business, including an annual budget and a marketing strategy for new clients. Obtain clients to sustain research work through contacts, meetings, presentations, and marketing.

Plan and/or participate in fund raising for research projects; identify funders if possible; work with funders, attend meetings and presentations, and assist in report preparation as necessary.

Work with IFF staff and management, Board members, and members of advisory committees to identify opportunities for research projects. Present and discuss priorities with Vice President of PP&C; prepare work plans and budgets.

Desired Skills and Experience

Minimum of five years of work experience in research or a combination of research and academia, with emphasis on demographic and statistical research and writing, public policy, presentation and communication skills. Management experience required; fund raising, business planning and financial planning experience a plus.

Experience with and knowledge of the nonprofit sector required. Demonstrated ability to execute complex tasks and to work on several projects at the same time, managing staff and consultants and meeting deadlines.

Multi-industry knowledge in the field of community development, human and community services, government funding, real estate development, charter schools, early care and education, health care and affordable housing and banking and finance a significant plus.

Education

Master's Degree in Research, Planning, Community Development, Public Policy, or a related field.

Contact

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

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No phone calls