

IFF
Position Description

Title:	Director of Finance
Reports to:	Chief Financial Officer
Department:	Finance Department
Department Function:	Lead the financial planning, forecasting, analysis, cash management and, investments processes; assist in the budgeting and reporting processes; provide financial and other information for funders and investors.

The Organization

IFF is a mission-driven lender, real estate consultant, and developer that helps communities thrive by creating opportunities for low-income communities and people with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Social return can coincide with financial return.

Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, housing developers, and grocery stores. Our staff of nearly 100 professionals works from our Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Minneapolis, MN; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

IFF is a Community Development Financial Institution (CDFI) certified by the U.S. Department of the Treasury. We are the largest nonprofit CDFI in the Midwest and one of only a few nationally to earn the AERIS five-star, triple-A, policy-plus rating. Since 1988, we have made more than \$700 million in loans, leveraged \$2.3 billion in community investments, and grown our total managed assets to \$606 million.

Basic Job Function

The Director of Finance will be responsible for financial planning and analysis, including budgeting, forecasting and reporting for the organization. A main requirement of the position will be providing high quality data analytics to support ongoing strategic business decisions. The Director of Finance will also be tasked with managing and developing financing initiatives and programs in order to increase investment.

Job Duties and Responsibilities:

1. Line of business consulting and financial modeling

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- a. Create and maintain complex five year forecast financial model to provide multiple scenarios for IFF and IFF Consolidated results in support of strategic planning and annual budgeting.
 - b. Create and maintain complex financial models (P&L and Balance sheet projections) as required to support business unit initiatives and strategic business decisions.
 - c. Monitor liquidity and financial covenant compliance.
 - d. Actively support annual budgeting process.
 - e. Serve as a liaison between Finance, Accounting and Lines of Business.
2. Prepare and present management reporting
 3. Facilitate completion of ad hoc reporting requests from senior management and other internal or external stakeholders.
 4. Work with the CEO, COO and CFO on resource development, financing programs, issues, and trends, as directed. Assist in applying for government funds, including CDFI, NMTC and other sources.
 5. Support in data restructuring project adding a finance lens and developing relevant standard management dashboards in either Excel, salesforce or any other chosen system.
 6. Maintain required job knowledge and skills and core professional competencies. Attends & participates in required educational programs and staff meetings.
 7. Perform other duties as assigned.

Performance Measures:

1. Develop and implement financial models in response to organizational needs including discounted cashflow and strategic budgeting processes.
2. Coordinate with Compliance & Audit Officer to ensure completeness of covenant and compliance requirements monitoring.
3. Meets or exceeds department program goals from annual work plan.
4. Maintains highest standard of excellence in all relationships with vendors, investors, auditors, and consultants.
5. Maintains excellent relationships with colleagues and peers.
6. Agency achieves annual investment goals.

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7. Timely, accurate investment reports.

Position Qualifications:

Education: Bachelor's degree in accounting, finance, business required. Master's degree in finance, business, or accounting preferred.

Previous Experience: Minimum of 10 to 20 years of progressive leadership experience in financial statement analysis, planning and financial modeling required. Financial services industry experience preferred. Strong analytical and financial skills, excellent communication and writing skills required. Experience working with reporting requirements for state and federal grants, foundations, financial institutions and other investors preferred.

Special Knowledge & Skills:

1. Financial statement literacy including preparation and interpretation of non-profit transactions and financial results including those of consolidating entities.
2. Familiarity with construction and lending practices and terminology; good interpersonal skills; high level written and oral communication and presentation skills, experience in formal presentations; proficient computer software user, including spreadsheets and databases.
3. Interest in nonprofit organizations and a demonstrated commitment to community development.
4. MS Office suite, advanced Excel and Access proficiency and ERP system required. Great Plains and Salesforce preferred.

Unusual Requirements: Occasional evening and weekend work; limited travel throughout the assigned region.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Director of Finance" 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.