

IFF
Position Description

Title:	Vice President of Research and Evaluation
Reports to:	President Social Impact Accelerator
Department:	Research and Evaluation
Department Function:	The Department of Research and Evaluation is funded through internal support, grants and contracts. It produces high-impact applied research and evaluation to guide decision-making of foundations, nonprofits, elected officials and state, regional, municipal government entities. It provides research consulting and evaluation services to other IFF business units.

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 Vice President of Research and Evaluation provides broad executive level oversight of the research and evaluation programs. S/he provides data that informs quotidian decision-making and guides strategy to achieve IFF's aspirational mission and vision. S/he nurtures a data culture and reflective action through mission-driven research.

The Vice President of Research and Evaluation oversees applied research that uses mixed-method social science and data science methods to assess need, understand complex social problems and provide practical data-informed solutions. S/he screens projects for alignment with IFF goals and ensures the work remains rigorous, and yet practical and pragmatic to inform strategy, public policy and resource allocation.

Vice President of Research and Evaluation

The Vice President of Research and Evaluation develops research proposals, and supports fundraising and financial planning. S/he administers internal data and evaluation processes of IFF programs to promote learning and documents the impact of IFF's work for internal and external communication. All activities are undertaken in collaboration with other departments.

Job Duties and Responsibilities:

1. Grow research consulting business.
 - a. Innovate in response to marketplace: develop research consulting products that inform and guide social impact investments into social service sectors and comprehensive community development.
 - b. Prepare and manage annual budget for research department. Manage projects and staff time to meet established utilization rate and financial sustainability goals.
 - c. Develop client outreach strategy to maintain pipeline of contracted and grant supported research projects. Grow research network through meetings, presentations and marketing. Coordinate with regional staff, EDs and SVPs/VPs in selling research products.
 - d. Coordinate with Resource Development Department to identify funders for projects and raise philanthropic dollars for research projects.
 - e. Evaluate internal tools for potential commercialization. Commercialize internal tools, as appropriate.
2. Oversee research projects.
 - a. Maintain IFF research brand: ensure all studies and research products maintain IFF's high standard of rigor, integrity and intellectual independence, while being pragmatic and actionable with practical recommendations based in best practice.
 - b. Develop project proposals and budgets. Negotiate contracts. Manage grants and funder relationships. Collaborate in funder report preparation, as necessary.
 - c. Support and guide staff in the implementation of research projects.
3. Nurture data culture at IFF.
 - a. Supervise cross-departmental data management and data analysis team. Ensure high levels of data integrity, accessibility and integration.

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- b. Collaborate with IFF staff on the development of internal dashboards to track financial and non-financial data to drive and continuously reassess IFF transformative strategies.
 - c. Connect IFF data and external data to provide strategic insight into markets, sectors and impact.
- 4. Design and oversee program evaluation and impact measurement strategy
 - a. Design metrics to measure IFF social impact in consultation with the Executive Management Team.
 - b. Design methodologies, policies and procedures to capture lessons learned, build institutional knowledge and inform broader initiative. Work with other lines of business to implement.
 - c. Collaborate with other departments to design and implement program evaluation of major IFF initiatives.
- 5. Strengthen IFFs position as a thought leader in key markets and sectors.
 - a. Prepare and deliver public presentations to disseminate research findings for research projects.
 - b. Produce white papers to communicate insights gleaned from IFF initiatives, for internal audience.
 - c. Identify opportunities to showcase insights relevant to external audience, and facilitate dissemination or publication of publish findings.
 - d. Collaborate with Corporate Communications and Public Affairs (CCPA) to develop public communication plans for research studies, public-facing tools and relevant lessons learned.
- 6. Supervise research staff and other staff as needed, including selection, recruitment, job assignment, coaching, staff development and training, in accordance with IFF's personnel policies.
- 7. Performs other related duties as assigned.

Performance Measures:

1. Maintains highest standards of excellence in research projects, while catalyzing transformative action through data-informed, pragmatic recommendations. Sustains research and evaluation agenda to strengthen IFF's vision and mission.
2. Successfully manages department as a consulting business. Meets or exceeds financial and growth goals, while maintaining a high level of client satisfaction.
3. Nurtures culture that maintains a positive, productive and collaborative working relationship with other departments in joint products for external clients and in internal data support.
4. Manages staff and promotes IFF corporate culture to foster innovation, maximize social impact and solve real-world problems.
5. High satisfaction on IFF Team evaluations.

Position Qualifications:

Education:

PhD in Planning, Community Development, Public Policy, or a related field.

Previous 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, consulting business planning and financial planning experience a plus.

Special Knowledge & Skills:

1. Experience with and knowledge of the nonprofit sector required.
2. Demonstrated ability to execute complex research, to think strategically and to manage multiple projects concurrently while managing staff, external relationships and meeting deadlines.
3. Multi-industry knowledge in the field of community development, education, human, government funding, real estate development, health care and affordable housing and banking and finance a significant plus.

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

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Vice President of Research and Evaluation” 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.