

IFF
Position Description

Title:	Early Childhood Education Fellowship – Detroit
Reports to:	Director of Early Childhood Services
Department:	Early Childhood Services
Department Function:	The Early Childhood Services Department works to develop systems and services that create high quality early childhood education slots in the Midwest through technical and financial assistance, public policy and research initiatives, and knowledge sharing.

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 Early Childhood Education Fellowship is a two-year-long fellowship, and will provide support for the coordination and implementation of IFF's nonprofit early childhood education work. This includes involvement in policy, real estate services, capital solutions and research. The Early Childhood Education Fellow is an active team member in the implementation of early care and education projects.

Job Duties and Responsibilities:

1. In partnership with the Director, provide both high level strategic and day to day administrative coordination of the Kresge: KEYS partnership and projects.
2. Work with Director to inform, support and leverage IFF's lending, real estate services, and research department to implement strategic early care and education projects.

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3. Work with Director to collaborate with key stakeholders at all levels to implement initiatives and support the advocacy of policies that encourage and facilitate high quality early childhood ecosystems.
4. Work with Director, to assess the status of projects, identify actual or potential problems, facilitate, guide and implement solutions to ensure that the activities supporting key initiatives are completed as planned.
5. Assist in the coordination and implementation of initiatives that advance IFF's work, including research, real estate development and finance.
6. Build IFF's knowledge in the early childhood environment by researching and documenting funding, political factors, leadership, and other relevant topics. Share knowledge with all IFF staff and actively maintain the internal SharePoint.
7. Keep Director of Early Childhood Service and project team members apprised of progress through regular updates and/or meetings. Attends and participates in required educational programs and staff meetings.
8. Perform other duties as assigned.

Performance Measures:

1. Successful completion of projects according to the goals set forth for each program, the program budget and schedule, and internal policies and procedures.
2. High level of satisfaction from team members, key stakeholders, program funders and clients with respect to services/work performed.
3. Internal and external meetings are planned and facilitated in an organized way and are meaningful to participants. Outcomes of these meetings are analyzed and well presented.
4. Oral presentations are clear, well organized, comprehensive, and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.
5. Relevant internal resources and research are maintained, updated, and accessible across the organization.
6. Written reports are complete, accurate and clear and follow policies and procedures.

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Position Qualifications:

Education: Bachelor's Degree required, preferably in urban planning, public policy, early childhood and/or education administration, social services or social work.

Previous Experience: Minimum of two years of experience in education, community development, public policy, finance, or real estate products and services. Experience evaluating or working with early childhood education operations and/or the sector preferred.

Special Knowledge & Skills:

1. Familiarity with early childhood education policies, licensing requirements, and programs with a particular emphasis on blended funding and programmatic best practice.
2. Familiarity with early childhood education centers, finance or facilities issues; familiarity with lending practices and terminology; good interpersonal skills; team player.
3. Ability to foster a cooperative, mutually beneficial partnership with constituents.
4. Experience supporting comprehensive initiatives involving multiple stakeholders.
5. Ability to work within a wide variety of urban and suburban neighborhoods.
6. High-level written and oral communication and presentation skills, proficient computer software user, including spreadsheets and databases.

Unusual Requirements: Occasional evening and weekend work, travel throughout Midwest and nationally.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Early Childhood Education Fellowship" in the subject line.

IFF is an equal opportunity employer.