



**Strengthening
nonprofits and
the communities
they serve.**

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

Illinois

333 South Wabash Ave.
Suite 2800
Chicago, IL 60604
312 629 0060

Indiana

The Platform
202 East Market St.
Indianapolis, IN 46204
317 860 6900

Michigan

3011 West Grand Blvd.
Suite 1715
Detroit, MI 48202
313 309 7825

Missouri

911 Washington Ave.
Suite 203
St. Louis, MO 63101
314 588 8840

3105 Gillham Road
Kansas City, MO 64109
816 335 4200

Ohio

500 South Front St.
Suite 125
Columbus, OH 43215
614 484 1811

Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202
414 563 1100

IFF

Position Description

Title:	Communications and Development Associate
Reports to:	Jointly reports to the Director of Communications and Director of Resource Development
Department:	Core Communications / Resource Development
Departments' Function:	<p>The Core Communications team creates the voice of IFF. Our core function is to tell the IFF story, which is interwoven with the stories of our clients – the nonprofits working on the ground to serve low-income communities by creating better access to quality schools, affordable housing, fresh food, and thriving neighborhoods. These stories are distributed to our investors, funders, partners, and clients through organization-wide channels such as the website, social media, email newsletter, and print collateral, as well as media outreach.</p> <p>The Resource Development team ensures the continued stability and growth of IFF through the identification and cultivation of philanthropic, corporate and government sources of financial support for all departments, sector initiatives, and special projects. The team maintains current funder relationships through developing content on program impact, providing written reports, and stewarding donor relationships.</p>

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



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

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 Communications and Development Associate will support the work of IFF to increase the visibility and funding of the organization. The Associate is responsible for implementing communications and development efforts to support strategic priorities, build brand recognition, lead general operating requests, and assist with prospect research. The ideal candidate is a developing communications and development professional with top-notch writing and storytelling skills; the ability to communicate complex concepts simply and concisely; a keen understanding of how to tailor communications to specific media; respectable graphic design skills; and strong project management skills.

Job Duties and Responsibilities:

Core Communications

1. **Writing and Editing:** Write and edit stories for email newsletters and print collateral, as well as other materials as assigned; this work will include original content creation in a journalistic style as well as careful proofing and fact-checking for accuracy, clarity, and brand/style alignment.
2. **Crafting Content:** Build out content for the website (WordPress), email newsletter (MailChimp), and print collateral (Adobe Creative Suite); this



work will rely heavily on pre-made templates, but also requires adept and creative use of technology.

3. **Sharing Content:** Distribute stories, news, and other materials via social media (Facebook, Twitter, and LinkedIn); this work could include crafting posts, creating scheduled campaigns, and “live tweeting” significant events.
4. **Assisting with Media Outreach:** Build and maintain sector-specific and location-specific reporter lists; assist in drafting press releases; and track media coverage of IFF and significant clients.
5. **Assisting with Events:** As needed, assist with any and all communications, list-building, and related tasks for the annual investor meeting, anniversary events, or other milestone events.
6. **Maintaining Media Library:** Maintain IFF’s digital library of photos, videos, graphics, icons, etcetera, as well as IFF’s physical library of print collateral and reports, for staff to have easy access to our resources.
7. **Maintaining Branded Inventory:** Update and order inventory for letterhead, envelopes, business cards, and other corporate branded materials.

Resource Development

1. **Leading the submittal of general operating requests:** Support the submission of requests to financial institutions and foundations. Assist in compiling general operating grant boilerplate and general operating reports. Assist with online application submissions. Maintain IFF online application passwords and related information.
2. **Assisting and supporting the completion of assigned funder reports and proposals:** Coordinate with staff across departments to gather program updates and impact data to complete assigned reports. Assist with identifying client impact stories and developing short content about borrowers, clients, and program achievements, including impact. Develop charts, graphs, and other visual graphics for use in funder materials. Assist with Program Related Investments and Religious Investor requests, as needed.
3. **Ensuring assigned grants are documented through grant life cycle:** Assist with maintaining funder and foundation investor records. Record submissions in Resource Development tracking system and Client Relationship Management system. Ensure contract is reviewed and executed, thank you correspondence is sent, and reporting and renewal dates are entered into work plans.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

Administrative Support

1. Providing executive support: Coordinate travel arrangements and schedule meetings as requested by the Vice President of Resource Development and Strategic Partnership and the Vice President of Communications and Public Policy.
2. Providing team support: Assist with departments' file preparation, organization of team meetings, and editing and mailing of correspondence.

Performance Measures:

1. High-quality work products that are written well, crafted strategically, and aligned with IFF's goals and branding.
2. Timely execution of assigned projects.
3. Accurate maintenance of media lists and communications materials.
4. Accurate maintenance of prospect research files, paper and electronic proposals, funder reports, and fundraising files.
5. Excellent communication and professional working relationships with members of the Core Communications and Resource Development teams, all IFF staff, and external stakeholders, including its nonprofit customers, investors, funders, partners, and the media.
6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. Builds and maintains effective working relationships with colleagues, peers and team members.
9. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.



Strengthening
nonprofits and
the communities
they serve.

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

Position Qualifications:

Education: Bachelor's degree or related experience in communications, journalism, English, or related field.

Previous Experience: 3-5 years of relevant experience in communications and/or nonprofit fundraising.

Special Knowledge & Skills:

1. Strong experience working in content management systems such as or similar to WordPress and MailChimp.
2. Strong Microsoft Office Skills
3. Strong experience working in Adobe Creative Suite, specifically InDesign and PhotoShop.

Unusual Requirements: Occasional travel throughout the assigned region. Possible evening and weekend work may be necessary; able to lift 20 pounds and stand for extended period.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Communications and Development Associate" 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.