

**Illinois**

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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**

<b>Title:</b>	Data Analyst
<b>Reports to:</b>	Senior Data Analyst
<b>Department:</b>	Finance
<b>Department Function:</b>	Steward IFF’s data infrastructure and drive a stronger data-driven decision-making culture

**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 Data Analyst will be responsible for owning projects that enable all levels of staff to more easily access and use IFF’s internal data to inform work and decisions.



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The Data Analyst will work in the Data Analytics team and closely with key Finance team members in implementing a massive “renovation” of our data management systems and processes, bringing the organization’s data infrastructure into the 21st century and most importantly ensuring that data enables our work in increasingly strategic and efficient ways.

**Job Duties and Responsibilities:**

1. Work with a cross-organizational team to provide analytic support and actionable insights that guide and inform investments and strategic plans.
  - a. Collaboratively work with team to establish metrics, analytic frameworks and data collection tools to help IFF track our work and impact in a meaningful way.
  - b. Streamline and manage IFF’s data integrity processes to ensure we are making decisions on the most up-to-date data.
  - c. Develop automated reporting dashboards. By providing real-time information, these dashboards will enable IFF to more quickly move from hypothesizing what will happen to identifying and acting on drivers of success.
  - d. Scope and implement high-priority analyses to help IFF answer key business and operational questions like, “How can we minimize interest risk exposure on our loans?”
  - e. Present findings and contribute visual and written materials to reports, publications and proposals. Create data visualizations in Excel and Business Intelligence tools to support strategic and analytical thinking vis-à-vis identifying patterns and trends in data.
2. Support in managing IFF’s databases wrangling large, complex datasets to easily query-able summaries.



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3. Continuously deepen understanding of IFF's business, programs, and operations. Attend and participate in required educational programs and staff meetings.
4. Perform other duties as assigned.

**Performance Measures:**

1. *Consistently high-quality data analytics.* Analyses, visualizations, tools, reports and oral presentations are complete, accurate, comprehensive and clear. Appropriate supporting material and visual aids are well-utilized and enhance oral and written presentation. Written and oral presentations are well-organized, persuasive and communicate actionable insight(s). Projects are completed on-time.
2. *Relationship-management and communication with colleagues is client-centered.* Focused on informing and guiding high-impact and actionable outcomes. Clear and consistent communication with colleagues on progress of project. High level of colleague satisfaction with respect to services and analytics provided; and reports, tools and visualizations produced. Provides accurate, efficient, user friendly data to Capital Solutions, Finance, Resource Development, CCPA and other IFF staff.
3. *Solution-oriented.* Recommends and implements solutions to identified issues and opportunities using data. Consistent focus on high-impact, actionable research.
4. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
5. Models personal accountability that promotes ownership and engagement.
6. Builds and maintains effective working relationships with colleagues, peers and team members.
7. 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.

**Position Qualifications:**

Education: Bachelor's degree required. Advanced degree and/or experience in analytics, predictive analytics, computer science, machine learning or related field preferred.

Previous Experience: Minimum of three years quantitative reporting and/or analysis work experience, preferably in finance, banking, nonprofit and/or community development. Demonstrated competence in financial analysis.

Special Knowledge & Skills:

1. *Technical toolkit:*

- a. You must be an Excel master. You can whip up INDEX/MATCHES and SUMIFS in your sleep. You love making clever conditional formatting rules. You can do pivot tables but understand why they're not ideal. While you don't need to know VBA, you should be an expert at designing analyses and workbooks that minimize hard-coding and are structured in a way to be easily replicated.
- b. Ideally, you have previous experience extracting and transforming data using SQL. If you have not, we will probably ask you to sight read some SQL code to assess how quickly you'd be able to pick up the logic behind coding.
- c. Bonus points if you have previously worked with Microsoft Dynamics (CRM), PowerBI, and/or Tableau.

2. *Exceptional critical and analytic thinking:* You can look at a table and immediately notice when something seems worth asking a question about. You aren't afraid to ask for clarification or push back if you don't understand the logic behind someone's reasoning. You can take information from a wide variety



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of sources and synthesize/analyze the information in the context of a data analytics project.

3. *Familiarity with financial practices and terminology:* You ideally already know the key financial and accounting metrics relevant to a finance department within a lending institution.
4. *Clear and concise communication:* You know when to speak data types and when to lose the jargon and simply convey the key takeaway behind an analysis. You're able to craft beautiful visualizations that make a clear, instantly comprehensible point. You are also okay standing in front of a crowd and explaining a data finding while answering questions.
5. *"Get it done" attitude:* You are able to both work well independently and as part of a team. You know when you should loop in others before moving forward and when to pause and ask for input first. You are also a genuinely nice person that knows how to be curious, humble, and/or assertive when the situation calls for it.

Unusual Requirements: Limited 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](mailto:careers@iff.org) with "Data Analyst" 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.*