

IFF
Position Description

Title:	Senior Financial Analyst
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 Senior Financial Analyst will be responsible for financial planning and analysis, including financial modelling, budgeting and forecasting. IFF is currently renovating its reporting approach and the Senior Financial Analyst will be instrumental for the development and built of the financial reports. As Senior Financial Analyst, you will have the unique opportunity to advise management on the financial condition of the company and ensure that we make sound financial decisions.

Job Duties and Responsibilities:

1. Financial modeling
 - a. Create and maintain complex five year forecast financial model (P&L and Balance sheet projections) to provide multiple scenarios for IFF and IFF Consolidated results in support of strategic planning and annual budgeting.
 - b. Monitor liquidity and financial covenant compliance.
 - c. Actively support annual budgeting process.
 - d. Serve as a liaison between Finance, Accounting and Lines of Business.
2. 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
3. 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?"
4. 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.
5. Work with Asset Management and Development Team to develop Real Estate financial models to calculate estimated project returns as well as liquidity needs.
6. Continuously deepen understanding of IFF's business, programs, and operations. Attend and participate in required educational programs and staff meetings.
7. Perform other duties as assigned.

Performance Measures:

1. Solution-oriented. Recommends and implements solutions to identified issues and opportunities applying an analytical lens. Consistent focus on high-impact, actionable analyses.
2. Consistently high-quality analyses. Analyses, 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.

3. 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;
4. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge. Asks for help if needed and reaches out to relevant staff if information is required.
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 financial analysis, business administration, or related field.

Previous Experience: Minimum of five years financial modeling work experience, preferably in finance, banking, nonprofit and/or community development. Strong analytical and financial skills, excellent communication and writing skills required. Demonstrated competence in financial analysis.

Special Knowledge & Skills:

1. You must be an Excel master. You can whip up INDEX/MATCHES and SUMIFS in your sleep. You love making clever formulas to enable sensitivities. 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.
2. Familiarity with financial practices and terminology: You know the key financial and accounting metrics relevant to a finance department within a lending institution.
3. Clear and concise communication: You know when to speak numbers and when to lose the jargon and simply convey the key takeaway behind an analysis. You are also okay standing in front of a crowd and explaining a data finding while answering questions.

4. “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.
5. Interest in nonprofit organizations and a demonstrated commitment to community development.
6. Bonus points if you have previously worked with Microsoft Dynamics (CRM), LoanWare, Great Plains, PowerBI, and/or Tableau.

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.