



**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**

<b>Title:</b>	<b>Administrative Assistant</b>
<b>Reports to:</b>	Chief Financial Officer / Executive Director Chicago
<b>Department:</b>	Finance/Administration
<b>Department Function:</b>	The Finance department is responsible for financial reporting and analyses to both internal and external clients, ensures the organization is in compliance to external borrowers, and maintains information systems. Executive Director Chicago, oversees IFF’s full-range of services in the Chicagoland area, including lending, real estate consulting, and community strategies program operations.

**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.

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; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.



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### **Basic Job Function**

This position supports the Executive Director, Chicago and provides general administrative support to our Finance and Administration department as well as the CFO. Support for the Executive Director requires project/task management and independent judgment with frequent access to complex and confidential information. He or she will assist the Executive Director's schedule, arranging appointments, travel, meetings, conference calls and other duties as outlined below.

Support for the broader Finance and Administration department and CFO includes, but is not limited to, data coordination, report design and generation, preparation and distribution of materials, organizing project management files, arranging meetings, correspondence and filing, contract and invoice coordination, event planning, handling telephone, electronic, and in-person communications and, occasionally, making travel arrangements.

### **Job Duties and Responsibilities:**

1. Collects, edits, enters and verifies original data and maintains assigned computer databases (CRM). Develops, prepares, and distributes system reports to provide accurate and timely information to users. Responsible for data entry and management in other data management software, as well as managing excel spreadsheets.
2. Creates and edits professional Power Point presentations, using Excel graphs, charts, and text to be utilized in internal and external meetings.
3. Schedules and attends internal meetings. Handles all conference room preparations, including food/drink/catering set-up and conference line/videoconference set-up. Takes, writes and distributes minutes, if required. Coordinates meeting set up for external meetings when multiple parties are involved. Registers guests with our building security.
4. Handles general communications to assigned departments and routes calls and emails to the appropriate party for action, information, and response.



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5. Assists with coordination of business development activities and customer service efforts.
6. Responsible for occasional event planning and works in coordination with other staff outside assigned departments, when necessary.
7. Schedules travel and lodging arrangement for Finance department staff, when needed.
8. Responsible for corporate credit card reconciliation for assigned department staff. Collects, codes and delivers expense receipts. Handles departmental invoices, check requests and other financial functions, as directed.
9. Provides and participates in general administrative duties for Finance department staff, as needed.
10. Maintains and develops required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
11. Performs other duties as assigned. Infrequent travel or weekend work may be required.

**Performance Measures:**

1. Timely and effective performance of daily internal and external communication with IFF staff and clients.
2. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
3. Models personal accountability that promotes ownership and engagement.
4. Builds and maintains effective working relationships with colleagues, peers and team members.



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5. 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.
6. High level of satisfaction with both internal colleagues and external contacts.
7. High quality and accurate work product.
8. Efficient use of time and ability to manage multiple projects across offices and time zones.
9. Timely completion of all work.
10. Maintenance of all files, contacts, reports and systems in a timely and accurate manner to assure ready retrieval of information.
11. High level of initiative on projects and day to day work.
12. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
13. Models personal accountability that promotes ownership and engagement.
14. Builds and maintains effective working relationships with colleagues, peers and team members.
15. 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.
16. High level of satisfaction with both internal colleagues and external contacts.



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**Position Qualifications:**

Education: College degree or equivalent combination of education and/or experience required.

Previous Experience: Minimum of 5 years of relevant administrative experience. Demonstrated proofreading and editing skills.

Ability to manage multiple tasks and prioritize among them independently.

Ability to understand and manage complex information and projects.

High level of experience in various software programs including Microsoft products, with a strong emphasis on PowerPoint, Excel, Word and the ability to manage integration among various computer programs.

Special Knowledge & Skills:

Good organizational skills and attention to detail.

Excellent verbal and written communication skills.

Ability to lift 25 lbs.

Unusual Requirements: 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 "Administrative Assistant" 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.*