



**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:	Director of Resource Development
Reports to:	Vice President of Strategic Partnerships and Resource Development
Department:	Resource Development
Department Function:	Ensures the continued stability and growth of IFF through identification and cultivation of philanthropic, corporate and government sources of financial support for all departments, sector initiatives and special projects. Works with Senior Management and sector leads to support strategic program design, budget development, and post-award implementation. Maintains current funder relationships through developing content on program impact, providing written reports, and stewarding donor relationships.

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.



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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.

Basic Job Function

The Director of Resource Development leads prospect research, grant requests, and grants management for its department and sector initiatives. The Director develops and maintains relationships with key funders and prospects, and works with the Vice President and other department staff on the development of annual fundraising planning and goal setting. The Director provides direction as needed to the Resource Development Associate to ensure alignment in execution of the department's work plan.

Job Duties and Responsibilities:

1. Works with Vice President to develop and advance grant making strategy for department and sector initiatives. Develops and recommends strategy for securing new funding. Leads and conducts prospect research, manages funder relationships, and leads proposal development and submission. Coordinates and regularly meets with staff across departments to gather program updates and impact data to complete assigned reports. Participates in cross-functional teams to provide strategic insight and direction about resource development. Ensures assigned grants/contracts are documented through grant life cycle (i.e. recorded in tracking system, CRM, contract reviewed and executed, thank you correspondence sent, reporting and renewal dates entered into work plans).
2. Supports strategic planning, program design, and budget development at the initial vision and proposal development phases working collaboratively with key sector leads and senior management.

3. Assists the Vice President and members of the Senior Management Team to identify and develop partnership opportunities, with a special focus on the Chicago market.
4. Manages active grant portfolio for department specific and sector initiative grants and assigns grants for management to the Resource Development Manager. Manages and/ or prepares funding reports for assigned grants. Ensures assigned grants are documented through grant life cycle (i.e. recorded in tracking system, CRM, contract reviewed and executed, thank you correspondence sent, reporting and renewal dates entered into work plans). Meets with department staff to document progress on grant deliverables. Works with the Finance to ensure grant reporting deadlines are met.
5. Manages the preparation of government funding requests leading on content and overseeing proposal coordination, including research, writing and editing large government grant proposals as scheduled, including CDFI and others as determined. Works with finance and program departments to coordinate information for the proposals. Supports other departments in preparing government funding requests.
6. Participates in annual budgeting and fund raising projections. Works with other staff to develop annual fundraising plans and strategies for the growth of all departments in accordance with annual plans of IFF and Financial Forecast. Conducts ongoing prospect research on government, foundation and corporate funding in line with strategic priorities.
7. Develops and maintains excellent relationships with funders, investors and other stakeholders, including IFF staff. Maintains required job knowledge and skills and core professional competencies. Attends and participates in networking opportunities, educational programs and staff meetings.
8. Develops and recommends new policies, tools, and structures to improve grant design, budget, and development processes and post award monitoring of grants and contracts.
9. Develops and leads Resource Development on-boarding to ensure IFF staff understand the role of Resource Development.
10. Performs other duties as assigned.



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Performance Measures:

1. Works with the Vice President to develop fundraising plans and strategies, resources prospects and proposals. Collaborates effectively with IFF senior management, program and fiscal staff.
2. Achieves fund raising goals in all categories.
3. Develops appropriate balance among current funders in existing states and new funders in new states. Maintains updated prospect research files; maintains clear and effective paper and electronic proposals, reporting and fiscal fundraising files.
4. Identifies and solicits funds, including in new geographic areas and for new programs, with ongoing tracking and monthly reporting of current funder proposals.
5. Works in collaboration with other staff to complete large government grant proposals as scheduled, including CDFI and others as determined.
6. Works in collaboration with other staff to complete large government grant reports as scheduled.
7. Establishes and stewards independent funder relationships as appropriate – maintains existing relationships and develop new relationships.
8. Initiates, follows-up, and builds successful prospecting relationships through networking activities on a consistent basis.
9. Attends training or professional development programs.
10. Meets all proposal and reporting deadlines.
11. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
12. Models personal accountability that promotes ownership and engagement.
13. Builds and maintains effective working relationships with colleagues, peers and team members.
14. 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.

15. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Undergraduate or Master's degree. Experience may substitute for an advanced degree.

Previous Experience: Five to eight years of work experience in increasingly responsible positions that document a connection to alternative finance, community development or community development finance, finance, real estate development, writing and sales, or resource development for nonprofit corporations. Knowledge of the culture, operations, and structure of nonprofit corporations required.

Special Knowledge & Skills:

- A thorough knowledge of foundation and corporate fundraising, including understanding of and experience with prospect research and direct experience in proposal writing.
- Knowledge of the culture, operations, and structure of nonprofit corporations required.
- Understanding of all IFF constituencies, including borrowers and clients.
- Ability to understand the structure of investments in IFF. Prior knowledge of finance and/or other quantitative disciplines a plus.
- Demonstrated ability to think, plan and act strategically.
- Self-starter with ability to motivate and organize others.
- Excellent communications skills, both written and verbal.
- A sincere appreciation for the mission and goals of IFF.
- The personal attributes, personality, credibility and professionalism to effectively represent IFF to external constituencies.
- The ability and desire to generate understanding of and enthusiasm for IFF programs among a wide variety of constituencies.



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Unusual Requirements: Occasional evening and weekend work. Some travel may be required.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Director of Resource Development” 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.