



**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>	Consulting Team Manager - Chicago
<b>Reports to:</b>	Real Estate Solutions
<b>Department Purpose:</b>	The Real Estate Solutions Department provides a wide range of real estate consulting services to Midwestern nonprofits and in support of the agency’s broader goal of strengthening nonprofit and promoting comprehensive community development through help with planning, designing, development and construction of facilities.
<b>Reports to:</b>	Managing Director of Chicago Real Estate Solutions

**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**

The Consulting Team Manager oversees the work of the Consulting Team, a group of Project Managers who develop real estate feasibility analyses for non-profits. The Consulting Team Manager also assumes responsibility for coordinating and managing special initiatives, consulting, and development projects of all sizes and participating in projects led by other staff. Additionally, the Consulting Team Manager is responsible for overseeing day-to-day operations within the Consulting Team including reviewing drafts of client deliverables prepared by team members, developing training for the team, assisting with onboarding new staff, reviewing budget and schedule of open contracts, and assisting team members with project-related questions.

The Consulting Team Manager takes an active role in securing new work, planning projects, defining methodology and work plans, coordinating and leading a project team, adhering to project budgets and timelines, managing client and inter-departmental relationships, presenting findings to clients and project accounting and reporting. The Consulting Team Manager works on many real estate projects simultaneously, participates in departmental planning meetings for projects, is an active Project Team Leader or Project Team Member on projects, and supports the work of the Managing Director and other RES staff as necessary.

### **Duties and Responsibilities:**

1. Oversees day-to-day operations of Consulting Team.
  - a. Ensures work products meet standards for quality and, if needed, works with individual staff to improve.
  - b. Acts as a general resource for answering questions, troubleshooting and solving problems when they arise, and providing guidance and training to staff.
  - c. Develops internal departmental trainings and resources and identifies appropriate projects for site tours. Provides forum for sharing of best practices, case studies, and project challenges.



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- d. Develops and improves systems and procedures for project tracking, including assigning new projects based on current and projected workload and tracking budget and schedule of open contracts.
  - e. Develops and improves systems, procedures, resources, and trainings for project management within RES and trains other RES staff in these systems and procedures.
  - f. Trains new staff and, in conjunction with the Managing Director, and recruits new team members.
  - g. Assists Owner's Representative Team Manager in a supporting capacity.
2. Plans, organizes, and manages special initiatives, real estate consulting, or development projects of all sizes as a Project Team Leader, including establishing goals and timelines, and delineating clear steps that will lead to successfully completing the project. From time to time, may manage development projects and represent IFF on such projects or work with IFF's Owner's Representatives on such projects.
  3. Coordinates all aspects of project management for each project or initiative assigned as a Project Team Leader including scheduling internal and external meetings as appropriate, following project steps that have been delineated, managing Project Team Members, including training and mentoring new project associates and project managers, and ensuring that project goals and milestones are being met.
    - a. Performs financial analysis and modeling for a wide range of projects; develops and analyzes real estate development budgets; prepares detailed multi-year operating budgets and cash flow projections; determines client's ability to take on debt for a project and to own and/or lease and manage real estate; assesses various financing options such as debt, tax increment financing (TIF), bond financing, and new markets tax credits; recommends financing scenarios; and develops financial packages.



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- b. Performs real estate analysis and manages the acquisition process for a wide range of projects; structures complicated lease or ownership arrangements, including lease to own, condominiums, vertical subdivision, and master tenant/sub tenant; assesses lease arrangements including type of rent (e.g., triple net, gross, modified gross, etc.) and allocation of occupancy costs (e.g., CAM, building maintenance, etc.); conducts zoning and code reviews of properties; and estimates the market value of properties through various appraisal methods.
- c. Conducts strategic facilities planning for clients who have multiple sites or are considering expanding to multiple sites, including assessment of client's facilities, space needs, program goals, financial capacity, and service area demographics. Recommends and prioritizes disposition, consolidation, and/or relocation strategies based on findings from assessment.
- d. Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects. Manages all aspects of such site visits including coordinating Project Team Members and outside real estate professionals as necessary.
- e. Coordinates all predevelopment work associated with projects including due diligence on buildings and land, building acquisition oversight, hiring architects, contractors, and other professionals, securing construction estimates, financial packaging, and any other work necessitated by the project.
- f. Solicits bids from and secures various real estate professionals and vendors for work on projects. Evaluates and makes recommendations on bids and negotiates terms of work and approves hiring of vendors in conformity with RES policies.
- g. Works with IFF's Closing and Escrow Services (CES) Department, private lenders and government officials to coordinate the financial closing of projects prior to construction. When the IFF construction manager is not involved, coordinates with or insures construction management consultants coordinate with CES Department to

ensure that all project accounting is managed and tracked during the construction phase per RES and CES policies.

- h. Prepares written reports and analyses as necessary for projects, including real estate project feasibility reports, facility assessment reports, and other consulting reports as required by the project. When Project Team Leader, coordinates Project Team Members' responsibilities for producing such reports.
  - i. Assesses the status of projects against their plan and schedule, identifies actual or potential problems, and facilitates and guides solutions to ensure that the projects are completed as planned.
  - j. Keeps Managing Director, RES or Project Team Executive apprised of progress through regular updates or meetings and by copying Vice President on important correspondence related to the project.
- 4. Assists other Project Team Leaders as a Project Team Member in a supporting capacity and carries out duties as assigned by the Project Team Leader.
  - 5. Makes presentations to and facilitates meetings with clients, represents IFF Real Estate Solutions at meetings, presentations and events, when requested by the Director or Vice President of RES, and prepares written materials on projects for other IFF departments as needed.
  - 6. Develops new client relationships through networking and marketing efforts in coordinating with the Managing Director and Vice President of Real Estate Solutions:
    - a. Participates in professional events and networks with existing and potential clients and influencers in order to identify new business opportunities;
    - b. Maintains relationships with current and past clients in order to identify new opportunities; and,

- c. Meets with potential clients, conceives of and develops consulting proposals with assistance from the Director of Real Estate Solutions; and follows-up as necessary to obtain contracts.
7. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
8. Performs other duties as assigned.

**Performance Measures:**

1. Successful completion of projects according to goals set forth for each project, the project budget and schedule, and the RES department's policies and procedures. Completed projects meet quality standards.
2. High level of client satisfaction with respect to services provided and reports produced.
3. Leads staff for maximum productivity and impact.
4. Creates an environment where staff members are motivated and enthusiastic about performance of their work.
5. Continually seeks efficiency and other improvements in all operations.
6. Supports business development efforts to ensure RES growth
7. Internal and external meetings are facilitated in an organized way and are meaningful to the participants. Outcomes of these meetings are analyzed and well presented.
8. Written reports are complete, accurate and clear and follow policies and procedures.
9. Oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.



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10. In the role of Project Team Leader, Project Team Members are satisfied with how the project was organized and managed and the project's outcomes.
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: Bachelor's Degree required, preferably in urban planning or studies, business or finance or equivalent experience in a similar position. Advanced degree in real estate, planning, policy, business, social science or social work preferred.

Experience: At least six years of experience in economic or community development, real estate analysis or project development, financial analysis, or construction management.

Preference for candidates with background in affordable housing and supportive housing consulting, financing and development.



Special Knowledge & Skills:

1. Capacity to act as a leader on both internal and external projects. Experience in management and leadership roles.
2. Ability to motivate staff to achieve a high level of performance.
3. Direct experience with real estate development projects.
4. Knowledge of affordability housing programs, charter schools and nonprofits preferred.
5. Direct project management experience.
6. Experience working in consulting capacity with clients or constituents.
7. Analytical and strategic skills; ability to plan, manage and implement multiple and complex projects; and ability to understand and conceptualize project goals.
8. Strong financial and analytical skills.
9. Overall understanding of finance and lending.
10. Excellent communication (written and oral) and interpersonal skills and ability to translate complex real estate and other concepts into relatable concepts for a broad audience.
11. Ability to work with a wide variety of people in Chicago neighborhoods, suburbs and throughout the state.
12. Experience working with a team and managing a multitude of relationships and project partners.
13. Ability to learn and use a wide variety of computer software related to project management, including word processing, database programs, spreadsheet, and project management packages.



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Unusual Requirements: Regular travel in the assigned metro region and occasional travel throughout the Midwest is required. The Consulting Team Manager will visit abandoned buildings and vacant lots, as well as construction project sites, for purposes of inspection and assessment.

Occasional evening and weekend work may be required

*IFF is an equal opportunity employer*

**Application Process:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “Consulting Team Manager - Illinois” in the subject line.