



**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**

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<b>Title:</b>	Senior Project Manager, St. Louis
<b>Reports to:</b>	Managing Director of Regional Real Estate Solutions
<b>Department:</b>	Real Estate Solutions
<b>Department Function:</b>	Real estate consulting services to nonprofits to help with the planning, design, and construction of facilities, including project financial feasibility, facility condition assessment, site search and due diligence for property development, and owner’s representative services. RES collaborates with broader IFF cross-function, programmatic efforts to build non-profit capacity in targeted sectors and mission-related initiatives.

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**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.



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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 Senior Project Manager implements high quality client oriented real estate consulting by 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 Senior Project Manager assumes responsibility for coordinating and managing special initiatives, consulting, and development projects of all sizes and participating in projects led by other staff. The Senior Project Manager supports and occasionally leads business development in coordination with the Executive Director and the Market Strategy.

The Senior Project 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 Southern Region Executive Director and other RES staff as necessary. While based in St. Louis, the Senior Project Manager may also support or lead projects in other IFF offices.

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

1. Executes upon and provides strategic input as needed on the real estate solutions component of IFF's market strategy.
2. Executes upon and provides strategic input as needed on the real estate solutions department strategic plan.
3. Serves as the client lead for all St. Louis real estate solutions consulting engagements.
4. Manages, plans, executes, and presents upon all aspects of real estate solutions consulting work.

5. Manages project teams when consulting engagements include more than one staff person.
6. Provides high quality consulting services that are client oriented, and may entail the following technical skills:
  - a. Evaluates real estate solutions and opportunities for clients based on multiple variables
  - b. Creates financial analysis and modeling for a wide range of projects, including a client debt capacity analysis;
  - c. Develops and analyzes real estate development budgets;
  - d. Prepares detailed multi-year real estate operating budgets and cash flow projections;
  - e. Performs research as needed to further inform consulting work;
  - f. Assesses various financing options such as debt, tax increment financing (TIF), bond financing, and new markets tax credits;
  - g. Recommends financing scenarios; and develops financial packages;
  - h. Manages the leasing/acquisition and pre-development process for certain projects, including zoning and code reviews of properties;
  - i. Analyzes various real estate structures regarding lease and ownership conducts;

- j. Scans and assesses market value of properties through various appraisal methods;
  - k. Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects;
  - l. 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;
  - m. Communicates regularly with market team members, manager, and other necessary IFF departments and staff.
- 7. Develops new client relationships through networking and marketing efforts in conjunction with the Managing Director and Executive Director.
  - 8. Performs work with strategic and analytical thinking, inquisitiveness, passion, and compassion and empathy.
  - 9. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
  - 10. 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.



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3. Builds and maintains effective working relationships with colleagues, and obtains a high level of colleague satisfaction with respect to work performed.
4. 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.
5. Written reports are complete, accurate and clear and follow policies and procedures.
6. Oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.
7. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
8. Models personal accountability that promotes ownership and engagement.
9. 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, preferably in urban planning or studies, real estate development, business or finance. Advanced degree in real estate, planning, policy, business, social science or social work preferred.

Previous Experience: At least five years' experience in economic or community development, real estate analysis or project development, financial analysis, or construction management required.



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Special Knowledge & Skills:

1. Direct experience with real estate development projects.
2. Knowledge of affordability housing programs, charter schools and nonprofits preferred.
3. Direct project management experience.
4. Professional experience with client management and consulting work.
5. Analytical and strategic skills; ability to plan, manage and implement multiple and complex projects; and ability to understand and conceptualize project goals.
6. Strong financial and analytical skills.
7. Overall understanding of finance and lending.
8. 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.
9. Experience working with a team and managing a multitude of relationships and project partners.
10. Familiarity with the concepts of green design and construction and, ideally, experience with the U.S. Green Building Council's LEED™ Green Building Rating System (desirable, but not required).
11. Experience and familiarity with real estate development project management.
12. Ability to learn and use a wide variety of computer software related to project management, including word processing,



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database programs, spreadsheet and project management packages.

Unusual Requirements: Regular travel in the assigned metro region and occasional travel throughout the Midwest is required. The Senior Project 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.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “Senior Project Manager-St. Louis” 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.*