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nonprofits and
the communities
they serve.**

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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 – Real Estate Solutions, Chicago
Reports to:	Managing Director, Chicago - Real Estate Solutions
Department:	Real Estate Solutions
Department Purpose:	The Real Estate Solutions (RES) Department provides a wide range of real estate consulting and project management services to Midwestern nonprofits through helping with the planning, designing, development and construction of facilities. RES collaborates with broader IFF cross-function, programmatic efforts to build nonprofit capacity in targeted sectors and mission-related initiatives and in support of the IFF’s broader goal of promoting comprehensive community development

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 more than 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.

Department Overview and Basic Job Function

IFF's Real Estate Solutions provides high quality real estate and facility consulting for IFF's non-profit client base across six Midwest markets, with RES staff in four markets. Led by the Senior Vice President, the department is comprised of Market Directors based in each market, overseeing client interactions and IFF's client and programmatic strategy; Owner's Representative (OR) and Project Manager staff, who serve as project and client leads delivering RES' scopes of work across different sectors; and two Directors of Consulting (one for Facility Planning and the other for Design and Construction), who lead quality and consistency of consulting and project delivery across all RES markets.

The IFF Chicago RES team currently includes nine staff members, including Project Managers and Owner's Representatives. The Director - RES, Chicago will be responsible for overseeing the Chicago team's implementation of high quality client-oriented real estate consulting engagements, that range from facility feasibility planning to pre-development, and managing staff, client, and interdepartmental relationships. The Director- RES, Chicago will support the Managing Director with business development, programmatic initiatives, and representing IFF in local stakeholder, partner, funder, and client meetings.

Duties and Responsibilities:

1. Oversees, with the Managing Director, the implementation of real estate consulting work in Chicago. Responsible for providing expertise to team members regarding high quality, client-centered real estate consulting solutions. Participates in and provides local market and client-based expertise in project meetings.
2. Interacts with clients on project engagements in partnership with Chicago staff to monitor quality assurance, staff performance, and client satisfaction.
3. Responsible for ensuring the Chicago team delivers projects in accordance with budget, schedule and scope for client agreements,



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- grants and inter-departmental projects. Supports Managing Director with oversight of Chicago market's contract and revenue performance.
4. Shares management responsibility with Managing Director of the Chicago RES team members including evaluation of project level performance, creation and implementation of annual work plans and execution of performance reviews.
 5. Supports the Directors of Consulting to support team members execute high quality real estate consulting projects and special initiatives.
 6. Works with Directors of Consulting to select appropriate Project Team and establish goals and timelines and delineates clear steps that will lead to successful completion. Supports staffing and workload balance across the Chicago team.
 7. May serve as project lead, where needed.
 8. Manages program initiatives coordinating with funders, non-profit participants, and community stakeholders to deliver technical assistance and real estate assistance within a defined program.
 9. Supports outreach and business development activities to non-profits across all sectors to obtain real estate consulting clients and provide direct, in person contact for IFF, as needed. Meets with potential clients and works with Managing Director to develop consulting proposals; follows-up as necessary to obtain contracts. Maintains and builds an active network of non-profit sector leadership, municipal and public-sector leadership, real estate development professionals and other thought leaders related to IFF's work.
 10. Contributes to departmental strategy on talent management, talent recruitment, and talent retention.

Performance Measures:

1. Successful completion of Chicago market projects according to goals set for each project, the project budget and schedule, and the RES department's policies and procedures. Completed projects meet quality standards.
2. Creates an environment where staff members are motivated and enthusiastic about performance of their work.
3. High level of client satisfaction with respect to services provided and reports produced.



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4. Leads staff for maximum productivity. Identifies areas for staff growth and supports training and professional development to achieve goals.
5. Continually seeks efficiency and other improvements in all operations.
6. Supports business development efforts to ensure RES growth
7. Models personal accountability that promotes ownership and engagement.
8. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
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 and Experience:

1. 7-10 years of combined educational or professional experience in one of the following fields is required: urban planning, management consulting, real estate development, non-profit management, finance, program management, construction, or architecture.
2. Increasing responsibility and management and supervisory roles, with one to three years of experience managing staff, and a division or department operations preferred. Experience leading teams implementing and executing major projects and initiatives.
3. Business development and policy experience preferred.
4. Based in or willing to move to Chicago.
5. Demonstrated excellence in verbal and written communication.
6. Familiarity and comfort with utilizing various software and web-based tools, inclusive of the MS Office suite, database programs, and project management packages, for work products and communications.

Special Knowledge & Skills:

1. Experience working with consulting and client management that places a strong emphasis on a trusted advisor approach to relationship development
2. Knowledge of community development and nonprofit sector issues



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3. Direct experience with real estate development projects
4. Direct project management experience; experience working with a team charged with implementing and completing multi-faceted projects
5. Analytical and strategic skills; ability to plan, manage and implement multiple complex projects
6. Strong financial, analytical, and writing skills
7. Understanding of finance and lending

Unusual Physical Requirements:

1. Walking construction sites
2. Attendance at evening and weekend meetings and events
3. Occasional travel to other IFF offices

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Director - RES, Chicago” 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.