



**Strengthening
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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
Suite 200
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 Real Estate Solutions – Indiana
Reports to:	Senior Vice President of Real Estate Solutions
Department:	Real Estate Solutions (RES)
Department Function:	The Real Estate Solutions Department provides a wide range of real estate consulting and development services to help assist nonprofits 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 both internally and externally. RES collaborates with broader IFF cross-function, programmatic efforts to build nonprofit capacity in targeted sectors and mission-related initiatives.

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 Real Estate Solutions, Indiana is directly responsible for securing and overseeing all Indiana real estate contracts. The Director of Real Estate Services, Indiana conducts outreach and secures contracts; leads Indiana real estate projects, providing project management and managing the business and staff assigned to projects; and works with IFF management to establish strategic direction for the office.

A key focus of the position is the responsibility for cultivating and managing initiatives in Indiana, including but not limited to leading IFF's participation in efforts to reform the education landscape; to increase the number of high performing charter options and coordination of real estate services for charter schools. The Director's responsibilities for these initiatives include developing and maintaining relationships with key influencers, identifying opportunities for and developing strategic initiatives to address key issues and goals within the region, achieving goals of the charter school engagement and managing staff contributing to the project. In this capacity, the Director may work closely with IFF senior management staff in implementing initiatives.

Job Duties and Responsibilities:

1. Responsible for successful growth of the real estate solutions department within Indiana
 - a. Prepares an annual business development strategy and plan, and sets production and revenue goals with input from IFF Management.
 - b. Identifies opportunities and undertakes appropriate outreach and business development activities to obtain real estate business.
 - c. Establishes relationships with key influencers and others who may be referral sources.

- d. Meets with potential clients, conceives of and develops consulting proposals; and follows-up as necessary to obtain contracts.
 - e. Oversees real estate consulting or development projects assigned to other RES staff, providing overall guidance and ensuring that project goals and quality standards are met.
 - f. Identifies needs for external project support; negotiates contracts with and oversees sub consultants.
 - g. Monitors progress towards goals and works to ensure that revenue and other goals are met.
2. Coordinate any targeted efforts and initiatives specified by grant funding or other source of funding.
 - a. Conducts the necessary research and landscape assessment related to target initiatives.
 - b. Structures and executes related RES projects to successfully meet targeted objects and initiatives.
 - c. Provides the necessary reporting to track and monitor progress as required by the grant funding or other funding source including but not limited to participating in status meetings and providing written status reports.
 3. Provides project management services for RES Indiana projects and efforts. Directs and completes all aspects of real estate consulting and development projects from conception through completion
 - a. Defines project goals and develops a process and timeline for completion.
 - b. Completes all aspects of work, or oversees the work of others in completing: financial analyses and modeling for proposed projects, structuring and negotiating complicated lease or ownership arrangements, conducting site visits and performing assessments and evaluations of potential buildings and vacant land for projects, evaluating agency real estate portfolios and long-term needs and goals, securing and negotiating architect and other third-party contracts, overseeing and coordinating due diligence and predevelopment on potential properties, securing project financing, and summarizing results of analyses for clients and client boards & providing them with strategic direction and guidance throughout the development process.

- c. Ensures that projects are completed on time and on budget.
 - d. Ensures a high level of client satisfaction.
4. Assist with successful development and implementation of public policy work aimed at achieving various nonprofit sector objectives, originating from both IFF and local funding sources.
- a. Provides leadership on issues of importance to IFF, including meeting with key influencers, participating in coalitions and making presentations to pertinent groups.
 - b. Identifies opportunities to impact the local nonprofit landscape, develops initiatives and leads implementation.
 - c. Works with IFF overall management team to ensure coordination across all of IFF's target markets and sectors.
5. Provides supervision and management of RES staff within or assigned to the office:
- a. Provides day-to-day direction and management in order to ensure that assigned projects are completed according to IFF and professional standards.
 - b. Monitors and manages workload to ensure that local RES staff are achieving agreed-upon utilization goals.
 - c. Supports achievement of professional development goals.
6. Works actively to support the overall success of IFF:
- a. Participates in or leads meetings and events in support of all IFF departments, as required.
 - b. Pursues opportunities and collaborates with other IFF departments to support the growth and development of other IFF initiatives or programs, as required.
7. Establishes and maintains relationships with local vendors in the real estate industry, including real estate brokers, project managers, architects and contractors.
8. Oversees contracts with subcontractors performing work on IFF's behalf.



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9. Maintains job knowledge, skills and core professional competencies as required to fulfill the responsibilities of the position. Attends and participates in required educational programs and staff meetings.
10. Performs other duties as assigned.

Performance Measures:

1. Successful completion of assigned 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. Build and maintain effective working relationships with colleagues, architects, contractors and other professionals and obtains a high level of colleague satisfaction with respect to work performed
3. Achieve and maintain the highest quality of work product and level of excellence for both internal and external clients.
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. Continually seek to achieve efficiency and other improvements in all operations.
6. Achieve and maintain a superior level of satisfaction and working relationship with all internal and external clients, partners and team members in the development and execution of contract and project efforts.
7. Written reports are complete, accurate and clear and follow policies and procedures.



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8. Oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.
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.
10. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of information.
11. Models personal accountability that promotes ownership and engagement.
12. High level satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's degree in real estate, planning, policy, business, social science, social work, construction management or construction/civil engineering required. Master's degree in real estate, planning, policy, business, social science or social work preferred.

Experience: Minimum of ten years of experience in economic or community development, real estate analysis or development, financial analysis, or construction management with increasing responsibility and management and supervisory roles. A minimum of one to three years of experience managing staff, and a division or department operations. Experience leading teams implementing and executing major projects and initiatives. Desire to work in a non-profit and demonstrated interest in our mission. Ideal candidate will have strong interest in the nonprofit industry. Business development and policy experience preferred.

Special Knowledge & Skills:

1. Direct experience with real estate development projects.
2. Direct construction management experience.



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3. Analytical and strategic skills; ability to plan, manage, and implement multiple projects.
4. Ability to plan and implement complex projects.
5. Demonstrated knowledge and understanding of construction practices and terminology.
6. Demonstrated ability to read and understand architectural plans and drawings.
7. Demonstrated knowledge of a wide variety of construction materials, products and systems.
8. Experience working with clients.
9. Experience working with a team charged with implementing and completing multi-faceted projects.
10. Ability to learn and use a wide variety of computer software related to project management, including word processing, data programs, spreadsheet and project management packages.
11. Ability to work with a wide variety of people in Chicago neighborhoods, suburbs and throughout the state.
12. Good communication (oral and written) and interpersonal skills.

Unusual Requirements: Travel is required throughout Indiana on a monthly basis, and to Chicago several times a year. The Director of Real Estate Solutions – Indiana will visit abandoned buildings and vacant lots and inspect them fully, and will inspect construction project sites.



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Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Director of Real Estate Solutions - Indiana” 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.