



**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
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: Senior Project Manager – Kansas City (SPM)

Reports to: Director of Real Estate Solutions- Kansas City

Department: Real Estate Solutions (RES)

Department Purpose: The Real Estate Solutions Department provides a wide range of real estate consulting and real estate development services to Midwestern nonprofits and in support of the agency’s broader goal of promoting comprehensive community development through help with the planning, designing, development, construction of nonprofit facilities.

Position Location: Kansas City, MO

The Organization

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.

IFF provides facilities-related consulting, flexible loans and research and evaluation to clients across the nonprofit sector in the Midwest, including human service agencies, health centers, schools, affordable housing developers, grocery stores, and arts and culture organizations.

Our staff of more than 100 dedicated professionals serve the Midwest from our Chicago headquarters and six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

IFF offers experiences and benefits unique among Community Development organizations including:

- a competitive compensation package
- family medical, dental, and vision coverage
- generous PTO



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- summer Friday hours ending at 2 pm
- a 5% employer 401k contribution
- supplementary life insurance
- annual 360 performance reviews with potential salary increases based on performance.

Basic Job Function

The **Senior Project Manager** is responsible for:

- Leading real estate consulting engagements for nonprofit clients that are considering programmatic expansion or alteration of services, and as project lead internally to other IFF RES staff, departments and initiatives
- Supporting IFF Development on local and regional real estate development projects
- Serve as representative and advocate for IFF services (real estate, financing, research, and other offerings) in support of Director of RES-KC and the Southern Region Executive Director's responsibilities in meeting business development goals
- Staffing other special projects and initiatives that are aligned with the SPM role and the Southern Region Market Plan

The SPM's work in Kansas City and the Southern Region will focus on charter school and Pre-K clients and projects in the near term and mid-term, with a team goal to increase consulting engagements in other sectors. While based in Kansas City, the Senior Project Manager may also support or lead projects located in St. Louis in collaboration with IFF's St. Louis staff.

Duties and Responsibilities:

Effective Project Management:

1. Coordinating all aspects of various client real estate centered projects
2. Establishing a Trusted Advisor (resource to be shared) relationship with external and internal clients
3. Proactively managing internal and external project team members
4. Ensuring that project goals and milestones are being met



Comprehensive Analysis:

1. Assessing the client's facilities, program space needs, program goals, financial capacity, and service area demographics
2. Preparing detailed multi-year operating budgets and cash flow projections based on client's input and feedback
3. Developing and analyzing real estate development budgets
4. Determining client's ability to take on debt for a capital improvement project and to own and/or lease and manage real estate
5. Assessing various financing options such as debt, new markets tax credits and other types of funding sources; modeling various financing scenarios
6. Prioritizing disposition, consolidation, and/or relocation strategies based on findings from assessment
7. Assessing 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.)

Client Real Estate Diligence and Project Support:

1. Coordinating and assisting with predevelopment, acquisition and due diligence work associated with projects
2. Structuring lease or ownership scenarios, including lease to own, condominiums, vertical subdivision, and master/sub tenant
3. Coordinating and conducting zoning and code reviews of properties
4. Estimating the market value of properties through various appraisal methods with the support of brokers and/or appraisers

Effective Communication and Presentation of Recommendations:

1. Facilitating regularly recurring meetings with clear and meaningful agendas, actionable next steps, follow up and follow through
2. Making clear and comprehensive presentations summarizing the analysis and recommendations to client and project stakeholders
3. Representing IFF to communicate project and/or organizational level information in group meetings and convenings

Performance Measures:



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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 meets IFF quality standards
2. Perform project work interdependently with little to no oversight after the initial 12-18 months of employment with support of IFF's onboarding, training and professional development
3. Builds and maintain effective working relationships with internal and external partners toward a high level of partner/client satisfaction
Facilitates organized and effective meetings
4. Manages project and team members toward solutions-oriented outcomes
5. Contributes to an inclusive and diverse work environment by valuing and supporting differences in others
6. Communicates with people of diverse backgrounds and experiences in a manner to create a collaborative, supportive work environment and community
7. Responds to client and project needs with respect and openness; promotes and practices open communication, cooperation and sharing of information
8. Models personal accountability that promotes ownership and engagement

Position Qualifications:

Education and Experience:

1. 7-10 years of combined educational or professional experience in one of the following fields: urban planning, consulting, real estate development, non-profit management, finance, program management
2. Demonstrated verbal and written communication skills
3. Familiarity and comfort with utilizing various software and web-based tools, including MS Office Suite, for work products and communications

Unusual Physical Requirements:

1. Occasional travel is required to other IFF offices:
 - a. Regular local travel to meetings and project sites
 - b. Regional travel may be required; traveling on average 1-2 per month (day trip or overnight to St. Louis or Chicago a strong possibility)
2. Attendance at partner and stakeholder evening and weekend meetings and events; estimated to be 1-2 times per month



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Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Senior Project Manager – Kansas City” in the subject line.

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