



**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**

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<b>Title:</b>	Director of Real Estate Solutions – Indianapolis
<b>Reports to:</b>	Senior Vice President of Real Estate Solutions
<b>Department:</b>	Real Estate Solutions (RES)
<b>Department Function:</b>	The Real Estate Solutions Department (RES) 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 for design and construction phases. RES collaborates with broader IFF cross-function, programmatic efforts to build nonprofit 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.



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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, Indianapolis is directly responsible for securing and overseeing all Indiana real estate contracts. The Director conducts outreach and executes contracts, leads Indianapolis real estate projects, and provides project management oversight. This position manages the overall general business of the RES Indianapolis team and the RES staff assigned to projects and works with IFF management to establish strategic direction for the office.

A key focus of the position is supporting the success of the IFF initiative in the K12 ecosystem by supporting the real estate strategy and engagements and managing staff directly contributing to the facility projects. The Director is also responsible for developing and maintaining relationships with key influencers and identifying opportunities for and developing strategic initiatives for RES and other IFF team members to address key issues and goals within the region.

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

1. Responsible for successful growth of the real estate solutions department within Indianapolis
  - a. Prepares an annual business development strategy and implementation 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 consulting business.
  - c. Meets with potential clients, conceives of and develops consulting proposals; and follows-up as necessary to secure and execute contracts.
  - d. Monitors progress towards goals and works to ensure that revenue and other goals are met.



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- e. Actively engages in ensuring client satisfaction for all RES projects in the Indianapolis region.
  - f. Establishes relationships with key influencers and others who may be referral sources and may offer up opportunities to form partnerships, and with local vendors in the real estate industry, including real estate brokers, project managers, architects and contractors.
2. Oversees real estate consulting or development projects assigned to other RES staff, providing overall guidance to RES staff within or assigned to the office.
    - a. Provides day-to-day direction and management in order to ensure that assigned project goals and quality standards are met.
    - b. Monitors and manages workload to ensure that local RES staff are achieving agreed-upon utilization goals.
    - c. Supports achievement of professional development goals.
    - d. Works closely with and supports the Directors of Consulting as they provide quality assurance, departmental consistency, and training to project leads to ensure projects are completed to IFF and professional standards.
  3. Provides leadership, direction, and project management services for RES Indianapolis projects and efforts, in support of other staff or as direct project lead for complex projects.
    - a. Defines project goals and develops a process and timeline for completion.
    - b. Directs and completes all aspects of real estate consulting and development projects from conception (feasibility) through completion (construction).
    - c. Identifies needs for external project support; negotiates contracts with and oversees sub consultants.
    - d. Ensures that projects are completed on time and on budget.
    - e. Ensures a high level of client satisfaction.
  4. Assist with successful development and implementation of programmatic work aimed at achieving various nonprofit sector objectives, originating from both IFF and local stakeholders and 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.
  - d. Coordinate any targeted efforts and initiatives specified by grant funding or other source of funding, including monitoring progress and successfully meeting targeted objectives.
5. Works actively to support the overall success of IFF:
- a. Actively serves on RES cross function/cross-market leadership team.
  - b. Participates in or leads meetings and events in support of all IFF departments, as required.
  - c. Pursues opportunities and collaborates with other IFF departments to support the growth and development of other IFF initiatives or programs, as required.
  - d. Supports IFF's work in the K12 schools ecosystem collaboratively with the Director of Schools Services and key stakeholders in the K12 schools partnership work through leading the facility planning and construction projects.

**Performance Measures:**

1. Meet or exceed performance, impact and production goals for contracts executed and closed, revenue earned from contracts and from grant funding.
2. Maintain a superior level of satisfaction and working relationship with all internal and external clients, colleagues, architects and contractors, partners and team members in the development and execution of contract and project efforts, both individually and for Indianapolis office work.
3. 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.



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4. Achieve and maintain the highest quality of work product and level of excellence for both internal and external clients.
5. 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.
6. Continually seek to achieve efficiency and other improvements in all operations.
7. Written reports are complete, accurate and clear and follow policies and procedures.
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.



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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. Experience working with clients.
2. Analytical and strategic skills; ability to plan, manage, and implement multiple projects.
3. Ability to plan and implement complex projects. Experience working with a team charged with implementing and completing multi-faceted projects.
4. Demonstrated knowledge and understanding of construction practices and terminology, including ability to read and understand architectural plans and drawings.
5. 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.
6. Ability to work with a wide variety of neighborhoods in Indianapolis neighborhoods, and surrounding communities.
7. Good communication (oral and written) and interpersonal skills.

Unusual Requirements: Travel is required throughout the greater Indianapolis area on a monthly basis, and to Chicago several times a year. The Director of Real Estate Solutions – Indianapolis will visit abandoned buildings and vacant lots and inspect them 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](mailto:careers@iff.org) with “Director of Real Estate Solutions - Indianapolis” 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.*