



**Strengthening
nonprofits and
the communities
they serve.**

Sharing a mission of change

Illinois

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Suite 2800
Chicago, IL 60604
312 629 0060

Indiana

One Indiana Square
211 North Pennsylvania St.
Suite 2375
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:	Project Manager-Michigan
Reports to:	Director, Real Estate Solutions-Michigan
Department:	Real Estate Solutions-Detroit office
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 Project Manager-Michigan takes lead and support roles in the delivery consulting and development projects, and is the RES primary liaison to a multi-departmental IFF program initiative to increase early childhood education capacity. This Project Manager position includes direct coordination and management as project lead of small- to mid-sized projects and project teams under the close supervision of the Director of Real Estate Solutions-Michigan, and support of larger projects led by other project leads. While based in Michigan, the Project Manager may support or lead projects in other IFF markets. The Project Manager takes an active role in planning projects, coordinating and leading a project team, assisting in the management of client relationships, building acquisition oversight, financial packaging, development team coordination, and project accounting and reporting. The Project Manager works on many real estate projects simultaneously, participates in departmental planning meetings for projects, is an active project leader or project team member on projects, and supports the work of the Director and other RES staff as necessary. Additionally, many of these projects are undertaken in coordination with IFF's Early Childhood Services team under the auspices of IFF's Learning Spaces program to increase capacity and improve access to quality early childhood education across the Detroit area and select Michigan communities.

Job Duties and Responsibilities:

1. Coordinates all aspects of project management for each small- to mid-sized real estate consulting or development project assigned as project lead.
 - a. Establishes goals and timelines, and delineates clear steps that will lead to successfully completing the project.



- b. Schedules internal and external meetings as appropriate, following project steps that have been delineated, managing project team members, ensuring that project goals and milestones are being met
- c. Develops and analyzes real estate development budgets for projects, financing scenarios for projects, and occupancy cost projections for projects. Determines client's ability to take on debt for a project and overall financial ability to own and/or lease and manage real estate.
- d. Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects. Manages all aspects of such site visits including coordinating Project Team Members and outside professionals as necessary.
- e. Coordinates all predevelopment work associated with projects including due diligence on buildings and land, hiring architects, contractors, and other professionals, securing construction estimates and any other work necessitated by the project.
- f. Solicits bids from and secures various real estate professionals and vendors for work on projects. Evaluates and makes recommendations on bids and negotiates terms of work.
- g. Coordinates the financial closing of projects prior to construction in conjunction with the Closing and Escrow Department.
- h. Works with IFF's Closing and Escrow Department to ensure that all project accounting is managed and tracked both during a project's planning and predevelopment phase and construction phase.
- i. 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. When Project Team Leader, coordinates Project Team Members' responsibilities for producing such reports.



- j. Assesses the status of projects against their plan and schedule, identifies actual or potential problems, and facilitates and guides solutions to ensure that the projects are completed as planned.
 - k. Keeps Director of Real Estate Solutions-Michigan or Project Team Leader apprised of progress through regular updates or meetings and by copying Director on important correspondence related to the project.
 - 2. In coordination with the Early Childhood Services team, provides support in the delivery IFF's Learning Spaces program.
 - a. Coordinate project assignments for RES Michigan staff regarding RES scopes of work resulting from Learning Spaces, including self-assignment of scopes of work.
 - b. Participate in RES/ECE Learning Spaces team check in meetings to provide progress updates on grant-funded RES facility projects, identify and implement continuous improvements to the Learning Spaces program process, and troubleshoot anticipated or current challenges with grantees or other areas of the program.
 - c. Support overall delivery of IFF education content to ECE provider cohort selected for each funded round of Learning Spaces, with emphasis on RES-oriented content for cohort workshops.
 - 3. Assists other project leads as a project team member in a supporting capacity and carries out duties as assigned by the project lead, including providing support to multi-departmental IFF programs and initiatives as needed.
 - 4. Assists Senior Project Managers, Directors and Senior Vice President of Real Estate Solutions with the development and improvement of systems and procedures for project and team management within RES.
 - 5. Makes presentations to and facilitates meetings with clients under the supervision of the Director of RES; represents IFF Real Estate Solutions at meetings, presentations and events, when requested by the Director of RES-



Michigan; and prepares written materials on projects for other IFF departments as needed.

6. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
7. 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. Demonstrated ability serving as clients' advisor, including high level of client satisfaction with respect to services provided, client goals accomplished, and reports produced.
3. 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.
4. Written reports are complete, accurate and clear and follow policies and procedures.
5. Oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the technical and advisory aspects of presentation.
6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. Builds and maintains effective working relationships with colleagues, peers and team members.



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. Builds and maintains effective working relationships with colleagues, and obtains a high level of colleague satisfaction with respect to work performed.

Position Qualifications:

Education: Bachelor's Degree required, preferably in urban planning or studies, business or finance. Advanced degree in real estate, planning, policy, business, social science or social work preferred.

Previous Experience: At least two years of experience in economic or community development, real estate analysis or development, financial analysis, public policy or government administration required.

Special Knowledge & Skills:

1. Direct experience with real estate development projects.
2. Knowledge of nonprofits, with experience in early childhood education, 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.



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6. Strong financial and analytical skills, including overall understanding of finance and lending.
7. 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.
8. Experience working with a team and managing a multitude of relationships and project partners.
9. 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).
10. Experience and familiarity with real estate development project management.
11. Ability to learn and use a wide variety of computer software related to project management, including word processing, 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 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 with "Project Manager-Michigan" 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.