Title: Senior Owner’s Representative

Reports to: Director of Indiana Real Estate Solutions

Department: Real Estate Solutions

Department Purpose: 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-functional teams, 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.
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 Senior Owner’s Representative (SOR) is responsible for:
Leading the facility design and construction phases on behalf of nonprofit clients for their renovation and new construction projects. Conducting facilities assessments and providing analyses of facilities. Serving as project lead internally to other RES staff, departments and initiatives. Managing client relationships in a solutions-based, trusted advisor approach to work. Proactively managing the project accounting and reporting of project progress.

**Additional Duties and Responsibilities:**

1. Conduct site visits of buildings for potential lease or purchase by clients, assesses building, major systems, and layout for suitability for client’s intended purpose. Provide analyses of such buildings, prepare cost estimates, and provide written and visual recommendations for modifications or improvements.

2. Coordinate services of architects and engineers and other professionals in connection with the design phase of projects. Ensure that such professionals are providing services according to the project criteria set, and the project schedule and budget.

3. During the construction phase of assigned RES projects, coordinates all aspects of construction oversight ensuring that project goals and milestones are being met, and keep all members of the team informed.
a. Solicits, evaluates and makes recommendations on bids and negotiates terms of works to hire project vendors. Assist with the negotiation of construction contracts and architectural contracts for construction projects.

b. Coordinate pre-construction work associated with projects including securing construction estimates and any other work necessitated by the project.

c. Oversee securing permits for construction projects including meeting with government officials and addressing problems that arise to ensure permit is secured according to schedule.

d. Review architectural plans, construction drawings and performance specifications for accuracy; identify areas for costs savings and works with architects to produce plans that meet clients’ budgets.

e. Manage relationships with contractor and architect during construction, attends construction meetings, reviews and keeps track of shop drawing submittals, reviews and approves change orders, and works toward resolving construction-related disputes that arise.

f. Manage and tracks all construction-related accounting (including construction escrows) to ensure that project stays within budget.

g. Assess 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.

4. Makes presentations to and facilitates meetings with clients, represents IFF Real Estate Services at meetings, presentations and events.
Performance Measures:

1. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.

2. Models personal accountability that promotes ownership and engagement.

3. Builds and maintains effective working relationships with colleagues, peers and team members.

4. 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.

5. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor’s Degree required, preferably in architecture, engineering, construction management or urban planning or studies. Advanced degree in real estate, architecture, construction management, engineering or planning preferred.

Experience: At least five years of experience in architecture, engineering, construction management, facilities management, or real estate development required.

Specific Knowledge & Skills:

1. Experience working with clients with a solutions-focused, client-driven approach.

2. Direct construction management experience, and demonstrated ability to read and understand architectural plans and drawings,

3. Demonstrated knowledge and understanding of construction practices and terminology and of a wide variety of construction materials, products and systems.
4. Analytical and strategic skills; ability to plan, manage, and implement multiple and complex projects.

5. Ability to learn and use a wide variety of computer software related to project management, including word processing, data programs, spreadsheets and project management packages.

6. Ability to work with a wide variety of people and across neighborhoods, suburbs and throughout the state.

7. Good communication (oral and written) and interpersonal skills.

**Unusual Physical Requirements:** Travel is required. The Senior Owner’s Representative may be required to travel to any of the IFF regional offices to support the RES projects in those markets. The Senior Owner’s Representative will visit abandoned buildings and vacant lots and inspect them fully; and inspect construction project sites. Occasional evening and weekend work may be required.

**Application Instructions:** Please submit a cover letter, resume and salary requirements to careers@iff.org with “Senior Owner’s Representative- 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.*