



Strengthening nonprofits and the communities they serve.

Sharing a mission of change

Illinois

333 South Wabash Ave.
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

4177 Broadway Blvd.
Suite 100
Kansas City, MO 64111
816 335 4200

Ohio

172 E. State St.
Suite 203
Columbus, OH 43215
614 484 1811

Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202
414 563 1100

IFF

Position Description

Title:	Senior Owner’s Representative – Michigan
Reports to:	Director of Real Estate Solutions – Michigan
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-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 Senior Owner's Representative (SOR) provides construction project management support on real estate projects, serving as the lead on projects and supporting internal and external facing work across IFF departments. SORs require ability to interpret plans and drawings; document facility conditions; render preliminary costs for renovation or construction projects; and troubleshoot an array of timing, design and construction issues in order to advise IFF clients to meet their goals while maintaining relationships built on trust.

Senior Owner's Representative responsibilities include:

1. During the design and construction phases of assigned projects, coordinates all aspects of pre-construction and construction management ensuring that project goals and milestones are being met, and that client understands the overall process and context of decisions which they must make.
 - a. Solicits, evaluates and makes recommendations for bids and services from and secures various architects, engineers, construction managers, and other real estate professionals and vendors for work on projects. Negotiates terms of work and creates contracts for chosen professionals.
 - b. Coordinates pre-construction work including securing construction estimates and any other details needed.
 - c. Reviews architectural plans, construction drawings and performance specifications for accuracy; identifies areas for costs savings that meet clients' budgets.
 - d. Manages relationships with contractor and architect during construction, attends construction meetings, reviews and keeps track of shop drawing submittals, reviews and



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- approves change orders, and works toward resolving construction-related disputes that arise.
- e. Assesses the status of projects against the schedule, identifies actual or potential problems, and facilitates and guides solutions to ensure that the projects are completed as planned.
- 2. Conducts comprehensive facility assessments by analyzing facility condition and estimating remaining life of major systems, evaluating facility and site suitability with client's program and other needs including licensing requirements, preparing cost estimates, and producing written and visual reports.
- 3. Assists other Project Team Leaders as a Project Team Member in a supporting capacity and carries out duties as assigned by the Project Team Leader.

Candidate Qualifications:

Education and Experience:

1. Bachelor's Degree required, preferably in architecture, engineering, or construction management. Advanced degree in real estate, architecture, construction management, engineering or planning preferred.
2. At least five years of experience in architecture, engineering, construction management, facilities management, or real estate development required.

Special Knowledge and Skills:

1. Demonstrated verbal and written communication skills, specifically to communicate with diverse groups, deliver formal and informal presentations, and guide team-based projects.
2. Self-directed with an ability to conduct multiple projects concurrently, both independently and as a member of a collaborative team.
3. Direct commercial construction management experience and understanding of construction practices and terminology.
4. Demonstrated ability to read and understand architectural plans and drawings.
5. Experience working with clients, especially real estate owners as clients.

Unusual Requirements: Travel is required. The Senior Owner's Representative may be required to work in Chicago and travel to any of the IFF Real Estate Solutions, offices to support the Real Estate Solutions staff working in those markets. The



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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" 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.