



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:	Project Manager, Michigan
Reports to:	Director of Real Estate Solutions-Michigan
Department:	Real Estate Solutions
Department Function:	The Real Estate Solutions Department provides a wide range of real estate consulting and development services to assist nonprofits with the planning, design, and construction of facilities, including project financial feasibility, facility condition assessments, site search and due diligence for property development, and owner’s representative services. RES collaborates with broader IFF cross-function, programmatic efforts to build nonprofit capacity in targeted sectors and mission-related initiatives.

The Organization

IFF is a mission-driven lender, real estate consultant, and developer that helps communities thrive. 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 healthy food grocery operators. Staff contribute extensive business experience and an unrivaled connection to the mission of IFF to the clients we serve.

IFF is looking for candidates with a commitment to the work we do who can demonstrate their creativity, diligence, enthusiasm, growth-mindset, thoughtfulness, and passion to make meaningful change in the areas of economic and racial justice.



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Our staff of over 100 professionals works from our Chicago headquarters and six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI with Grand Rapids, MI, and Cleveland, OH, offices opening in 2021.

Basic Job Function

The Project Manager builds and maintains relationships of trust with nonprofit clients and internal IFF colleagues by assisting in furthering real estate learning, planning and brick and mortar project goals. The Project Manager demonstrates strong multi-tasking abilities with its leadership of and support for simultaneous projects of different sizes, scopes, timelines and locations under the supervision of the Director of Real Estate Services. This includes assisting clients with assessing the financial feasibility of a real estate project; search for and secure a facility under a favorable lease or ownership agreement; package financing for loan approval and closing; and complete the due diligence, acquisition, and predevelopment phases of a facility project. The Project Manager also leads or supports internal and interdepartmental projects.

Primary Job Duties and Responsibilities:

1. Plans, manages, and executes small- to mid-sized real estate consulting or development projects as project team lead, and provides support as project team member on mid- to large-sized projects. Manages and supports a variety of projects concurrently.
2. For each project assigned as a project team lead, coordinates all aspects of project management, including as a trusted advisor to a diverse portfolio of clients, managing to client goals and expectations; scheduling and preparing for internal and external meetings; delivering against project scope and goals as defined in engagement or amending project scope as needed; and managing project team members, as appropriate.
 - a. Develops and analyzes project real estate development space needs, budgets, financing scenarios, and occupancy cost projections. Determines client's ability to take on debt for a project and overall financial ability to own and/or lease and manage real estate.



- b. 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 external vendors as necessary.
- c. Coordinates all predevelopment work associated with projects including necessary due diligence of buildings and land, hiring architects, contractors, and other external vendors, securing construction estimates and any other work necessitated by the project.
- d. Leads project team in preparation and delivery of written reports and analyses as necessary for clients, including real estate project feasibility reports, facility assessment reports, final project summary reports and other consulting reports as required by the project.
- e. 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.
- f. As project lead, assigns work to other team members, manages deadlines for completion and provides preliminary review.
- g. Keeps Director of Real Estate Services and/or Directors of Consulting apprised of progress through regular updates or meetings. Coordinates project deliverables review with Directors of Consulting on a timely basis.
- h. Solicits bids from and secures external vendors for work on projects. Evaluates and makes recommendations on bids and negotiates terms of work.
- i. Works with Closing and Escrow Department to ensure that all project accounting is managed and tracked both during a project's planning and predevelopment phase, financial closing of projects prior to construction, and construction phase.



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3. Assists other project leads as a project team member in a supporting capacity and carries out duties as assigned by that project lead.
4. Represents IFF Real Estate Services at meetings, presentations and events, when requested by the Director of RES; and prepares written materials on projects for other IFF departments as needed.
5. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
6. Performs other duties as assigned.

Primary 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 Skills and Knowledge:

1. Experience with client management and consulting work building trusted client relationships based on client project goals. Ability to understand and translate client project goals into project scope and deliverables.
2. Strong strategic and analytical skills, with an emphasis on finance and lending.
3. Direct project management experience, with demonstrated experience concurrently managing multiple complex projects of varying scopes, budget, and timelines.
4. Direct experience with real estate development projects.
5. Experience in or willingness to learn and embed equity, diversity and inclusion considerations into processes internally and externally.



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6. Knowledge of nonprofit businesses preferred, including operations, governance, and financial management.

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.