



**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

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: Construction Manager

Reports to: Managing Director, Development

Department: Development

Department Function: IFF’s Development team conceptualizes, evaluates, designs, and implements innovative and transformational community development and affordable housing projects and initiatives in key metropolitan areas in the Midwest as a development consultant and as owner. The Development team is part of IFF’s Social Impact Accelerator (SIA) Group which is a cross-cutting team that sits at the nexus of nonprofits, communities, IFF talent, and expertise.

The SIA Group provides thought leadership and expertise to drive corporate strategy across markets and Core Business Solutions, leads IFF’s work in comprehensive place-based solutions and special initiatives, evaluates IFF’s work for nonprofits and communities, and implements internal IFF initiatives. The SIA Group includes Research and Evaluation, Talent Management, Development, and Vital Services.

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



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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 we do and can demonstrate their creativity, diligence, enthusiasm, growth-mindset, thoughtfulness, and passion to make meaningful change in the areas of economic and racial justice.

Over 100 professionals work 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 Construction Manager is a critical part of the overall success of the Development team. This individual will act as quarterback, coordinating internal and external technical expertise and managing work associated with the planning, financing and building of Development projects. The Construction Manager directly coordinates and manages all aspects of construction projects as a self-performer, member of the team, and coordinator of resources through the full project life cycle.

Responsibilities include site visits, participating in the architectural design process, contract negotiation, securing and refining contractor pricing, implementing and improving procurement processes, managing all aspects of construction projects, and budget management. The Construction Manager works on many projects simultaneously, participates in departmental planning meetings, and supports the overall work of the Development team as necessary.

The Construction Manager works closely within the Development team to manage projects for and with colleagues. The Development team is a highly interactive group that communicates complex project details in real time. The Construction Manager will serve as the voice of the team in implementing successful construction work, and will provide support for the team to execute on new and highly impactful projects.



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The Team

IFF's Development team focuses deeply in two distinct areas- affordable, accessible housing under IFF's Home First program, and community development, which includes schools, early childhood education and other commercial facilities projects. The Construction Manager will coordinate and direct multiple active projects in both areas, running concurrently.

Duties and Responsibilities:

1. Works closely with team leads at project concept stage to advise on delivery methods, schedule considerations, contract structures, construction types, location, building features and pricing.
2. Partners to identify the best internal and/or external staffing composition which may include staff from IFF's Real Estate Solutions team. Manages ongoing staffing resources throughout the project life cycle.
3. Coordinates or directly conducts site visits of buildings for potential lease or purchase, assesses buildings and their systems for suitability for intended purpose, and provides analyses of such buildings.
4. Coordinates or directly procures services for architects, engineers, or other professionals in connection with the design phase of projects. Ensures that such services are appropriate to project criteria, schedule and budget.
5. Demonstrates a commitment to equity in practice which includes thoughtful strategies to exceed MBE / WBE / DBE and local hiring requirements when applicable and designs these approaches when not required by funding sources.
6. Coordinates pre-construction work associated with projects including initial construction estimates, site due diligence and other work required for the project.
7. During the construction phase of assigned projects, coordinates all aspects of construction management ensuring that project goals and milestones are being met.



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- a. Procures bids from contractors and vendors for work on projects. Evaluates and makes recommendations on bids, terms, and hiring of vendors.
- b. Oversees permitting process and proactively addresses problems that to ensure permit is secured on schedule.
- c. Negotiates construction contracts and architectural contracts for projects.
- d. Reviews architectural plans, construction drawings and performance specifications for accuracy; identifies areas for cost savings that meet budgets.
- e. Understands project financing obligations as they relate to construction performance. Provides a strong leadership voice in conveying these objectives to project staff in order to manage timelines, budgets and deliveries.
- f. Manages relationships with contractor and architect during construction, tracks construction progress, attends on-site meetings, reviews change orders and makes recommendations to team leads.
- g. Leads monthly on-site pencil draw meetings with owner, architect and contractor. Works closely with development team to process construction draws.
- h. Assesses the status of projects against schedule, identifies actual or potential problems, and facilitates and guides solutions to ensure that the projects are completed as planned.
- i. Provides detailed progress reporting to team lead and staff through regular updates, site visits and meetings.



8. Develops and improves systems and procedures for construction management within Development and trains other Development staff in these systems and procedures.
9. Manages construction or repair work associated with the IFF's Development portfolio, as necessary. Performs annual inspections of owned properties to review conditions and recommend any ongoing physical needs.
10. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
11. Performs other duties as assigned.

Performance Measures:

1. Successful completion of assigned projects according to goals set for each project, the project budget and schedule, and the Development department's policies and procedures. Completed projects meet quality standards.
2. Provides excellent communication to and between Development team members. Willing to provide teaching opportunities to staff.
3. Provides strong leadership in relationships with architects, contractors and other professionals.
4. Achieves and maintains the highest quality of work product and level of excellence for projects.
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. Achieve and maintain a superior level of satisfaction and working relationship with all internal and external clients, partners and team members in the Development and execution of contract and project efforts.
8. Written reports are complete, accurate and clear and follow policies and procedures.
9. Oral presentations are clear, well organized, comprehensive and persuasive. Appropriate supporting material and visual aids are well utilized and enhance the presentation.
10. 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.

Position Qualifications:

Education: Bachelor's Degree required, preferably in architecture, engineering, or construction management. Advanced degree in real estate, architecture, construction management, engineering or planning a plus.

Experience: Ten years of experience in construction management, or real estate development required.

Special Knowledge & Skills:

1. Direct construction management experience with multiple large-scale real estate development projects running concurrently.
2. Recent experience in managing affordable housing and community facilities projects.
3. Analytical and strategic skills; ability to plan, manage, and implement multiple projects.



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4. Demonstrated knowledge and understanding of construction practices and terminology.
5. Demonstrated ability to read and understand architectural plans and drawings.
6. Demonstrated knowledge of a wide variety of construction materials, products and systems.
7. Demonstrated experience working with a collaborative team charged with implementing and completing multi-faceted projects.
8. Ability to use a wide variety of computer software related to project management, including word processing, data programs, spreadsheets and project management packages.
9. Ability to work with a wide variety of stakeholders throughout the region.
10. Commitment to thoughtful community engagement and active participation.

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

Unusual Physical Requirements: Travel is required. The Construction Manager may be required to work in Chicago and travel to any of the IFF offices to support the Development staff working in those markets. The Construction Manager 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 “Construction Manager” 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.