



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

*Sharing a mission of change*

**IFF  
Position Description**

**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.  
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314 588 8840

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

**Ohio**

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614 484 1811

**Wisconsin**

215 North Water St.  
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414 563 1100

<b>Title:</b>	Director of Special Projects, Real Estate Solutions - Chicago
<b>Reports to:</b>	Managing Director, Real Estate Solutions - Chicago
<b>Department:</b>	Real Estate Solutions
<b>Department Purpose:</b>	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, early childhood education centers, 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.

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.



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## Department Overview

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IFF's Real Estate Solutions provides high quality real estate and facility consulting for IFF's nonprofit client base across our Midwest markets, with RES staff presence in the Chicago, Detroit, Indianapolis, and Kansas City markets. Led by the Senior Vice President, the department is comprised of Market Directors based in each market, overseeing client interactions and IFF's client and programmatic strategy; Owner's Representative (OR) and Project Manager (PM) staff, who serve as project and client leads delivering RES' scopes of work across different sectors; and two Directors of Consulting Practice, who ensure quality and consistency of consulting and project delivery across all RES markets.

## Basic Job Function

The Director of Special Projects, Real Estate Solutions - Chicago will be responsible for supporting the Managing Director, Real Estate Solutions – Chicago with program development and oversight as well as special projects in the Chicago region. The role will work closely with the Director of Programs and Initiatives in a cross-matrixed function and lead Chicago's Real Estate Solutions work that supports IFF programs including scope, budget, and timeline development. It will also include oversight of project team members who are delivering real estate scope within IFF programs. The role will also lead large and complex projects, as needed. In many cases, the role may lead a project staffed with Project Managers and/or Owner's Representatives. The role may also support business development, development and delivery of real estate technical assistance for nonprofits, and support project leads on their existing projects.

## Duties and Responsibilities:

1. Coordinates RES response to serve nonprofits working with IFF through a program or initiative.
  - Works with IFF colleagues, including the Director of Programs and Initiatives in a cross-matrixed role, at program/initiative ideation and implementation stages to develop RES scope, budget, and approach on new and existing IFF programs.
  - Develops RES-related content, real estate technical assistance, and learning objectives for nonprofit participants to support overall program/initiative goals.
  - May lead and support client facing work, such as stepping in to lead projects during staff transition and turnover and supporting staff on larger, more complicated projects, and support projects requiring sector expertise.
  - As RES program lead, monitors and reports out on RES performance on program goals. Keeps Managing Director, RES-Chicago, Directors of Consulting, and other IFF Program/Initiative team members apprised of progress through regular updates or meetings, as appropriate for the project.



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- Documents process, best practices, and lessons learned from program work to improve existing and future programs as well as inform work that is adapted for another region.
2. Plans, manages, and executes large and complex real estate projects as project team lead. Manages and supports a variety of projects concurrently.
  3. 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.
    - Develops and analyzes project real estate development space needs, budgets, financing scenarios, and occupancy cost projections.
    - Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects.
    - Coordinates 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.
    - 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.
    - 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.
    - As project lead, assigns work to other team members, manages deadlines for completion and provides preliminary review.
    - Provides high-quality consulting services to ensure clients achieve their project goals within schedule and budget, placing equal emphasis on maintaining a trusted client relationship and delivering sound technical expertise.
  4. Represents IFF Real Estate Solutions at meetings, presentations and events, when requested; 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.



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**Performance Measures:**

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1. Successful delivery of high-quality consulting deliverables by project staff in client engagements.
2. Creates and maintains an environment where staff members are motivated and enthusiastic about performance of their work.
3. Meaningfully articulates value of RES involvement in programs, initiatives, and project work within and outside of the with organization.
4. Continually seeks excellence and efficiency in consulting engagements and departmental operations.
5. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
6. Models personal accountability that promotes ownership and engagement.
7. Builds and maintains effective working relationships with colleagues, peers, and team members.
8. Values and supports differences in others, contributing to an inclusive work environment.
9. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.
10. High level of satisfaction with both internal colleagues and external contacts.

**Position Qualifications:**

**Education and Experience:**

1. Ten or more years of experience through combined educational or professional experience in one of the following fields is required: urban planning, management consulting, real estate development, nonprofit management, program management, construction management, or architecture. Preference will be given to candidates that have demonstrated knowledge and experience working in the specific business sectors of IFF. Preference will also be given to candidates that have experience working in real estate development, construction management and/or architecture. Experience with community-based programs is required.
2. Experience leading teams implementing and executing major projects and initiatives. Increasing responsibility and management and supervisory roles, with experience managing staff, a division or department operations is preferred.
3. Based in or willing to move to Chicago.
4. Demonstrated excellence in verbal and written communication.
5. Familiarity and comfort with utilizing various software and web-based tools for work products and communications, inclusive of the MS Office suite, database programs, spreadsheet, and project management packages.



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**Special Knowledge & Skills:**

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1. Experience working with consulting and client management that places a strong emphasis on a Trusted Advisor approach to relationship development.
2. Knowledge of community development and nonprofit sector issues.
3. Ability to cultivate a learning environment around diversity, equity, and inclusion that prioritizes lived experience in conjunction with research and data.
4. Content area teaching, mentoring, training, or similar experience of colleagues, direct reports, supervisors, or clients preferred.
5. Direct project management experience. Experience working with a team charged with implementing and completing multi-faceted projects.
6. Analytical and strategic skills; ability to plan, manage and implement multiple complex projects.
7. Strong financial, analytical, and writing skills.

**Unusual Physical Requirements:**

1. Regular travel (monthly or quarterly) maybe required to other IFF offices.
2. Walking construction sites.
3. Attendance at evening and weekend meetings and events may be required.

**Application Instructions: Please submit a cover letter, resume and salary requirements to [careers@iff.org](mailto:careers@iff.org) with “Director of Special Projects – Real Estate Solutions, Chicago” 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.*