



**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

Title: Senior Project Manager, Development

Reports to: Managing Director, Development

Indiana

One Indiana Square
211 North Pennsylvania St.

Suite 2375

Indianapolis, IN 46204

317 860 6900

Department: Development – Social Impact Accelerator

Department Function:

IFF's Development conceptualizes, evaluates, designs, and implements innovative and transformational equitable community development projects and initiatives in key metropolitan areas in the Midwest as a development consultant and, in some cases, as owner. The Development team is part of IFF's Social Impact Accelerator Group which is a cross-cutting team that sits at the nexus of nonprofits, communities, and IFF technical knowledge. 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 Group includes Research and Evaluation, Talent Management, Development, and Vital Services.

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

The Organization

IFF strengthens nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for vulnerable populations. 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 work with clients from every sector, including human service agencies, health centers, schools, community facilities, 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.

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Our staff of over 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.

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Basic Job Function

The Senior Project Manager, Development is an active contributor to projects conceptualized and managed by Lead Developers. The Senior Project Manager, Development works on many equitable community development projects simultaneously, participates in departmental planning meetings for projects, is an active Development Team member and supports the project-related work of Lead Developers as needed. The Senior Project Manager, Development also interfaces regularly with colleagues in IFF's Finance and Asset Management teams.

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The Senior Project Manager, Development will provide independent task work to support larger aspects of shared team responsibility, including financing applications and closing transactions.

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Job Duties and Responsibilities:

Assists Lead Developers in coordinating all aspects of project management including concept development, budgeting, team coordination, and organization with the goal of meeting project goals and milestones. Specific duties of the Senior Project Manager, Development can include:

1. Analyzes project feasibility and recommends project concepts.
2. Leads lifecycle of project management through acquisition and site control, project design, construction, lease up/move-in, and achievement of sustained occupancy.
3. Prepares and maintains project underwriting to include development and predevelopment budgets, construction hard costs, operating budgets and cash

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flow, and project schedules.

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4. Engages community stakeholders towards project development and support including facilitation of public meetings, transparency in the development process and other community engagement activities.
5. Coordinates development team on the delivery of complex real estate development projects, with financial, design, construction and legal aspects.
6. Reviews and negotiates business terms for development-related documents in coordination with project attorneys and funder/lender/equity providers.
7. Collaborates with internal partners regarding construction oversight and monitoring, project financing, construction draw processes, and asset management.
8. Performs other duties as assigned.

Performance Measures:

1. Demonstrates basic knowledge of building design, construction and financial underwriting practices.
2. Shows independent learning and interest in development projects and processes. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
3. Successful completion of projects according to goals set forth for each project, the project budget and schedule, and Development's policies and procedures. Completed projects meet quality standards.
4. Demonstrates a high level of client satisfaction on written and oral presentations.
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.



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6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge. Models personal accountability that promotes ownership and engagement.

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Position Qualifications:

Education: Bachelor's Degree required, preferably in urban planning or studies, business, or finance. Demonstrated 5-7 years' experience in real estate development and project management is an acceptable equivalent to specific degrees above.

Special Knowledge & Skills:

1. Experience working in real estate development setting actively managing and/or participating in project concepts, underwriting, closing and construction.
2. Experience working with affordable housing, community development, charter schools, and early childhood education preferred, or some combination thereof.
3. Analytical and strategic skills; ability to plan, manage and implement multiple and complex projects; and ability to understand and conceptualize project goals.
4. Strong project management and development process skills with ability to manage multiple projects in various stages of development.
5. Excellent communication (written and oral) and interpersonal skills.
6. Ability to understand architectural drawings and site plans, familiarity with governmental entitlements such as zoning, general familiarity with construction systems and methods, and legal aspects related to real estate transactions.
7. Interest in working in a busy team environment, managing many relationships and project partners.



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8. Experience with a variety of computer software related to project management, including word processing, database programs, spreadsheet and project management packages.

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Unusual Requirements: Local travel may be required. The Senior Project Manager, Development will visit abandoned buildings and vacant lots. Occasional evening and weekend work may be required.

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Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Senior Project Manager, Development" 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

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