



**Owners Representative
Chicago, IL
January 2010**

Reports to: Vice President of Real Estate Services

Background

Owner's Representative manages work associated with the construction and building analysis of Real Estate Services (RES) projects. The Owner's Representative assumes responsibility within the RES Department, participates in RES consulting and development projects led by other RES staff, and directly coordinates and manages all aspects of design and construction projects.

The Organization

IFF is a regional nonprofit corporation that is designated as a Community Development Financial Institution (CDFI) by the U.S. Department of the Treasury. IFF has three business units: below-market lending to nonprofit corporations, real estate consulting and development for nonprofit corporations, and research related to the nonprofit sector. IFF was created by Chicago foundations in 1988 and has total assets of more than \$140 million. IFF has a staff of 48 and offices in Chicago, Springfield, St. Louis and Milwaukee.

Responsibilities of the Position

Conduct site visits of buildings for potential lease or purchase by clients, assess buildings and their systems for suitability for client's intended purpose, and provide analyses of such buildings, including opportunities for energy efficiency improvements and greening, for Project Team Leaders.

Conduct facilities assessments of clients' existing facilities according to the policies and procedures of the RES Department, assess facilities' major systems, layout, structure and suitability for program purposes, analyze data collected through facilities assessments, and provide written and visual recommendations for modifications or improvements to Project Team Leaders, including opportunities for energy efficiency improvements and greening and estimated probable costs.

Coordinate services of architects and engineers and other professionals in connection with the design phase of projects. Ensure that such professionals are providing services according to the project criteria set forth, and the project schedule and budget.

During the design and construction phase of assigned RES projects, assume responsibility in managing client relationships, and coordinate all aspects of design and construction management ensuring that project goals and milestones are being met.

Manage relationships with contactor and architect during design and construction and track all construction-related accounting to ensure that project stays within budget.

Assist other Project Team Leaders as a Project Team Member in a supporting capacity and carry out duties as assigned by the Project Team Leader.

Desired Skills and Experience

At least four years experience in architecture, engineering, construction management, facilities management, or real estate development required. Active status as a LEED™ Accredited Professional highly desirable. Experience with energy efficiency retrofits in commercial and/or multi-tenant residential buildings highly desirable.

Direct experience with real estate development projects and construction management.

Analytical and strategic skills; ability to plan, manage, and implement multiple projects.

Demonstrated knowledge and understanding of construction practices and terminology, including green building design and construction. Demonstrated ability to read and understand architectural plans and drawings.

Demonstrated ability to prepare estimates of probable project cost with a high degree of accuracy.

Experience working with clients.

Ability to learn and use a wide variety of computer software related to project management, including word processing, data programs, spreadsheets and project management packages.

Ability to work with and travel to a wide variety of people in Chicago neighborhoods, suburbs and throughout the IFF's service area.

Education

Bachelor's Degree required, preferably in architecture, engineering, construction management or urban planning or studies. Advanced degree in real estate, architecture, construction management, engineering or planning preferred.

Contact

To apply, submit a cover letter, resume and qualifications to:

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No phone calls