



**Owner's Representative
Chicago, IL
January 2012**

Reports to: Director of Owner's Representative Services

Background

The Owner's Representative manages work associated with the construction and building analysis of 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. IFF's Real Estate Services staff provides expertise and deep knowledge in real estate and community development. Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves.

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 \$220 million. IFF has a staff of 64 and offices in Chicago, 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, budget, and schedule milestones are being met.

Manage relationships with contractor and architect during design and construction, attend construction meetings, review and track shop drawing submittals, review and approve change orders, and work toward resolving construction-related disputes that arise.

Assist other project team leaders as a project team member and carries out duties as assigned by the Director of Owner's Representative Services or 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 knowledge of a wide variety of construction materials, products and systems.

Demonstrated ability to prepare estimates of 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.

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

Unusual Physical Requirements: Travel is required. The Owner's Representative will visit and inspect abandoned buildings and vacant lots and work on construction project sites. Occasional evening and weekend work required.

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:

John Kuhnen
Chief Administrative Officer
IFF
One North LaSalle, Suite 700
Chicago, IL 60602
Fax 312-629-0061
jkuhnen@iff.org
No phone calls