



**Project Manager  
Chicago, IL  
July 2010**

**Position Background**

The Project Manager participates in consulting and development projects led by other RES staff, as well as directly coordinates and manages small- to mid-sized projects and project teams under the supervision of the Vice President of Real Estate Services. This includes taking an active role in planning projects, coordinating and leading a project team, assisting in the management of client relationships, building acquisition oversight, financial packaging, development team coordination, and project accounting and reporting. The Project Manager works on many real estate projects simultaneously, participates in departmental planning meetings for projects, is an active project team leader or project team member on projects, and supports the work of the Vice President and other RES staff as necessary.

**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 \$150 million. IFF has a staff of 45 and offices in Chicago, Springfield, St. Louis and Milwaukee.

The Real Estate Services (RES) Department provides a wide range of real estate consulting and real estate development services to nonprofits to help with the planning, designing, development and construction of facilities.

**Reports to:** Vice President of Real Estate Services

**Responsibilities of the Position**

Plans and organizes small- to mid-sized real estate consulting or development projects for nonprofit clients, including establishing goals and timelines, and delineating clear steps that will lead to successfully completing the project.

Coordinates all aspects of project management for each project assigned including scheduling internal and external meetings as appropriate, following project steps that have been delineated, managing project team members, ensuring that project goals and milestones are being met.

- Develops and analyzes real estate development budgets for projects, financing scenarios for projects, and occupancy cost projections for projects.
- Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects. Manages all aspects of such site visits including coordinating project team members and outside real estate professionals as necessary.

- Coordinates all predevelopment work associated with projects including due diligence on buildings and land, hiring architects, contractors, and other professionals, securing construction estimates and other work.
- Solicits bids from and secures various real estate professionals and vendors for work. Evaluates and recommends bids and negotiates terms of work.
- Coordinates the financial closing of projects prior to construction in conjunction with the Closing and Escrow Services Department. to ensure that all project accounting is managed and tracked from planning and predevelopment through construction.
- Prepares written reports and analyses as necessary for projects, including real estate project feasibility reports, facility assessment reports, and other consulting reports as required by the project. When project team leader, coordinates project team members' responsibilities for producing such reports.
- Assesses the status of projects against plan and schedule, identifies actual or potential problems, and guides solutions so projects are completed as planned.

Assists Senior Project Managers and Vice President of Real Estate Services with the development and improvement of systems and procedures for project and team management within RES.

Makes presentations to and facilitates meetings with clients under the supervision of the Vice President of Real Estate Services; represents IFF Real Estate Services at meetings, presentations and events, when requested by the Vice President of RES; and prepares written materials on projects for other IFF departments as needed.

Assists with the management of the IFF's asset management portfolio including collecting and analyzing data from tenants, visiting sites, working on specific projects that arise related to IFF-owned buildings.

**Position Qualifications:**

At least two years experience in economic or community development, real estate analysis or development, financial analysis, public policy or government administration required.

Direct experience with real estate development projects and direct project management experience.

Familiarity with the concepts of green design and construction and, ideally, experience with the U.S. Green Building Council's LEED™ Green Building Rating System.

Ability to plan, research, and implement complex projects.

Familiarity with construction practices and terminology.

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

Ability to work with a wide variety of people in Chicago neighborhoods, suburbs and throughout the state.

Good communication (oral and written) and interpersonal skills.

Travel is required in the Chicago Metro region and the Milwaukee Metro region. The Project Manager will visit abandoned buildings and vacant lots and inspect them fully, and will inspect construction project sites. Occasional evening and weekend work may be required.

**Education**

Required: Bachelor's Degree, preferably in urban planning or studies, business or finance.  
Preferred: Advanced degree in real estate, planning, policy, business, or social sciences.

**Contact**

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

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No phone calls