



Senior Project Manager

Chicago, IL

July 2010

Position Background

The Senior Project Manager assumes responsibility for coordinating and managing consulting and development projects of all sizes and participating in projects led by other staff. The Senior Project Manager takes an active role in planning projects, defining methodology and work plans, coordinating and leading a project team, adhering to project budgets and timelines, managing client relationships, presenting findings to clients, and project accounting and reporting. The Senior 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.

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 44 and offices in Chicago, Springfield, St. Louis and Milwaukee.

The Real Estate Services 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 real estate consulting or development projects of all sizes as a project team leader for nonprofit clients, including establishing goals and timelines, and delineating clear steps that will lead to successfully completing the project.

Manages large and complicated consulting projects and represents IFF on such projects. From time to time, may manage development projects and represent IFF on such projects or work with IFF's Owner's Representative on such projects.

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

- Performs financial analysis and modeling for a wide range of projects; develops and analyzes real estate development budgets; prepares detailed multi-year operating budgets and cash flow projections; determines client's ability to take on debt for a project and to own and/or lease and manage real estate; assesses various financing options

such as debt, tax increment financing (TIF), bond financing, and new markets tax credits; recommends financing scenarios; and develops financial packages.

- Performs real estate analysis for a wide range of projects; structures complicated lease or ownership arrangements, including lease to own, condominiums, vertical subdivision, and master tenant/sub tenant; assesses lease arrangements including type of rent (e.g., triple net, gross, modified gross, etc.) and allocation of occupancy costs (e.g., CAM, building maintenance, etc.); conducts zoning and code reviews of properties; and estimates the market value of properties through various appraisal methods.
- Conducts strategic facilities planning for clients who have multiple sites or are considering expanding to multiple sites, including assessment of client's facilities, space needs, program goals, financial capacity, and service area demographics. Recommends and prioritizes disposition, consolidation, and/or relocation strategies based on findings from assessment.
- 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, building acquisition oversight, hiring architects, contractors, and other professionals, securing construction estimates, financial packaging, and any other work necessitated by the project.
- Solicits bids from and secures various real estate professionals and vendors for work on projects. Evaluates and makes recommendations on bids and negotiates terms of work and approves hiring of vendors in conformity with RES policies.
- Works with IFF's Closing and Escrow Services (CES) Department, private lenders and government officials to coordinate the financial closing of projects prior to construction. When the IFF construction manager is not involved, coordinates with or insures construction management consultants coordinate with CES Department to ensure that all project accounting is managed and tracked during the construction phase per RES and CES policies
- 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 their plan and schedule, identifies actual or potential problems, and facilitates and guides solutions to ensure that the projects are completed as planned.

Develops and improves systems and procedures for project and team management within RES and trains other project managers in these systems and procedures.

Makes presentations to and facilitates meetings with clients, 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.

Develops new client relationships through marketing efforts with input from the Vice President of Real Estate Services.

Desired Skills and Experience

At least seven years experience in economic or community development, real estate analysis or development, financial analysis, or construction management.

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.

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

Knowledge of construction practices and terminology.

Ability to read and understand architectural plans and drawings.

Strong financial, analytical, and writing skills. Good communication (written and oral) and interpersonal skills. Understanding of finance and lending.

Experience working with clients.

Experience working with a team charged with implementing and completing multi-faceted projects.

Ability to learn and use a wide variety of 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 and other parts of the Midwest.

Travel in the Chicago Metro region and the Milwaukee Metro region is required. The Senior 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, social sciences.

Contact

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

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No phone calls