



Senior Project Manager – Housing Chicago, IL July 2010

Background

The Senior Project Manager--Housing assumes responsibility for coordinating and managing projects and project teams of all sizes and participating in consulting, development and housing development projects led by other staff. This includes taking an active role in planning projects, coordinating and leading a Project Team, managing client relationships, building acquisition oversight, financial packaging, development team coordination, construction oversight, and project accounting and reporting. The Senior Project Manager--Housing is responsible for managing multi-million dollar budgets on large projects. This position works on many real estate projects simultaneously, including affordable housing projects, 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 \$140 million. IFF has a staff of 48 and offices in Chicago, Springfield, St. Louis and Milwaukee.

Reports to: Vice President of Real Estate Services

Responsibilities of the Position

Plans and organizes real estate consulting, development and housing 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 development and housing development projects, including budget oversight for multi-million dollar projects, and represents IFF 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 managers, ensuring that project goals and milestones are being met.

- Develops and analyzes development budgets for projects, financing scenarios for projects, and occupancy cost projections for projects. Determines client's overall financial ability to own and/or lease and manage real estate.
- Conducts site visits and performs assessments and evaluations of potential buildings and vacant land for projects.

- Coordinates all predevelopment work associated with projects including due diligence on buildings and land, hiring architects, contractors, and other professionals, securing construction estimates and any other work..
- 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.
- Works with Closing and Escrow Services (CES), private lenders and government officials to coordinate the closing of projects prior to construction and to ensure that all project accounting is managed and tracked during a project's planning, predevelopment, and construction phase.
- Prepares written reports and analyses as necessary for projects, including real estate project feasibility reports and facility assessment reports.

Makes presentations to and facilitates meetings with clients, represents IFF Real Estate Services as requested; develops new client relationships through marketing efforts.

Position Qualifications:

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

Direct experience with real estate development projects and sustainable development and green design.

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

Knowledge of construction practices; ability to read and understand architectural plans and drawings.

Strong financial, analytical, and writing skills; understanding of finance and lending.

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

Ability to learn and use a wide variety of computer software.

Ability to work with people throughout the state. Good communication and interpersonal skills.

Ability to inspect abandoned buildings, vacant lots and construction project sites.

Education

Bachelor's Degree required, preferably in urban planning/studies, business or finance. Advanced degree in real estate planning, policy, business, social science or social work preferred.

Contact

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

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 No phone calls