

IFF
Position Description

| | |
|-----------------------------|--|
| Title: | Project Manager, Asset Management |
| Reports to: | Senior Director of Facilities and Asset Management |
| Department: | Asset Management |
| Department Function: | Oversee all assets owned, operated, and leased by IFF. |

The Organization

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, affordable housing developers, and grocery stores.

Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves. IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Basic Job Function

The Project Manager helps to manage IFF's real estate assets; directly oversees portions of the asset management portfolio; assists Senior Director with all aspects of asset management; coordinates internal and external compliance and reporting schedules; assists with strategy for setting and meeting goals; maintains good working relationships with property manager and other external parties; and works with other departments. This position has a lead focus on affordable housing with some work connected to commercial properties.

Job Duties and Responsibilities:

1. Assists with the management of IFF's portfolio of real estate assets that are owned, leased, and/or managed through acquisitions, dispositions, or operations with emphasis on IFF programmatic work.
 - a. Assist in the development and distribution of periodic asset management reports to investors, consultants and other partners.
 - b. Manage coordination of pre- and post-acquisition activities and integration of assets into the ownership portfolio.
 - c. Work with IFF departments on properties owned/developed as part of the department's programs.

Project Manager, Asset Management

- d. Work with all properties leased by or owned through IFF and its entities.
 - e. Coordinate insurance, utilities, vendors, and other operational property needs.
 - f. Prepare documentation for governmental agencies, apply for property tax relief, rental assistance and modifications, and conduct other administrative tasks as needed for programs/properties.
 - g. Organize and maintain paper and electronic filings.
 - h. Lead scheduling, organization, and coordination of inter-departmental meetings.
 - i. Maintain and carry out asset management strategy in coordination with the Senior Director.
 - j. Gather and analyze department-specific data.
2. Works with third party property managers and leasing agents to provide direction for and oversight of business plans, budgets, forecasts, leases, analyses and approvals.
 3. Establishes returns for each assigned asset through the analysis of property efficiencies and identifying opportunities for improved performance.
 - a. Provide pre-acquisition input and assistance in due diligence process.
 - b. Reviews and models life cycle financial analysis for each asset.
 - c. Oversee asset disposition process.
 4. Assists Senior Director with review and management of OREO properties.
 - a. Create reports and documentation.
 - b. Coordinate with internal departments.
 - c. Carry out plan of action for reposition/disposition of properties; include RES to achieve high value for IFF and its customers.
 5. Maintains required job knowledge and skills and core professional competencies. Attends and participates in required educational programs and staff meetings.
 6. Performs other duties as assigned.

Performance Measures:

1. Assigned programmatic properties in compliance, up-to-date, and functioning efficiently.
2. Properties have appropriate insurance coverage, utilities, and other items addressed.
3. Asset management strategy affirmed and carried out; data collection informs work.
4. Documentation complete and well organized.
5. Asset plans in place for program and REO properties.

Project Manager, Asset Management

6. Third party vendors identified, hired, and well-managed.
7. Professional development plan in place and utilized.
8. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
9. Models personal accountability that promotes ownership and engagement.
10. Builds and maintains effective working relationships with colleagues, peers and team members.
11. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.
12. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: A Bachelor's degree required preferably in business, accounting, finance, public policy, or community development; MBA or MA strongly preferred. In lieu of an advance degree, 5+ years of relevant experience is required.

Previous Experience: Real estate development experience; knowledge of real estate and asset management terms and proformas, especially related to Low Income Housing Tax Credits and affordable housing; understanding of rent subsidies, property management and leases; experience with compliance and reporting to government and other entities.

Special Knowledge & Skills:

1. Extremely detailed organizational skills; the ability to multi-task on a number of different projects and tasks; adaptability to changing priorities and needs; demonstrated problem solving skills and ability to think critically.
2. Excellent verbal and written communication skills.
3. Advanced knowledge of Microsoft Excel and Word.
4. Proven desire to work for a mission-based organization.

Unusual Requirements: Some travel to assets throughout IFF's region. Occasional evening and weekend work.

Project Manager, Asset Management

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Project Manager, Asset Management” in the subject line.

IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.