Assistant Director, Program Delivery

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking an Assistant Director, Program Delivery to build upon their 50+ year leadership in housing finance.

This position will oversee operations/systems pertaining to programs, including, but not limited to, supervising document review team leads, assist the director with other areas of the program, create daily reports of progress, and assist with daily reconciliation. They will be responsible for regular department updates to upper management to provide any data trends or data outliers to effectively manage the department.

Responsibilities:

- Responsible for creating and maintaining a periodic program oversight report for upper management that would include, but not limited to, program development, service levels, data trends/outliers and projection monitoring.

- Conceptualizes and implements proactive strategies to design and administer programs that will provide assistance at a high volume in a short-specified timeframe.

- Analyzes risk and regulatory requirements to develop and maintain a schedule and assignments for required program administration and compliance activities in coordination with Assistant Director – Rental Assistance.

- Oversee all data entry for accuracy and completeness. Understand downstream impacts of any process change and coordinate with appropriate departments to identify and address any possible impacts.

- Assist with policy and procedures as needed. Coordinate with department Business Analyst(s) and upper management, to confirm accuracy; revisit changes on a regular basis to ensure compliance.

- Provides additional review, approval, and general oversight of document processing to ensure compliance with programmatic, legal, and financial constraints in accordance with strict deadlines.

- Maintain, and proactively initiate, efforts between the Authority’s departments to ensure the origination and servicing software complies with investor requirements; including the hedging and delivery of mortgage loans.

- Part of the team responsible for the creation, implementation, and maintenance of the Authority’s Single-family loan programs within the loan origination system; monitoring funds available for each program planning and preparing for funds as needed.

- Maintain ongoing knowledge of changes in the regulatory and compliance oversight at both the state and federal level for all programs within single family, including federal and state regulatory obligations including the preparation and submission of GSE applications, files, and reports as applicable.
Education & Experience Requirements:

Bachelor’s Degree is required, preferably in Urban Planning, Organizational Management, or Business or other related field; MBA or other advanced degree desired. Minimum five years experience in managing government contracts/grants. Candidate should have experience and knowledge of understanding programmatic reports, budget experience, project management, disbursement of government funds and relationship skills. Current experience leading teams of professional staff. Excellent written and oral presentation skills required. Exceptional computer literacy, including Office Suite expertise.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:


EOE