Program Manager

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 a Program Manager to build upon their 50+ year leadership in housing finance.

The Program Manager position is responsible for hands-on leadership, planning, and implementation of programs that will assist with operations in disbursement of funds. This position will report to the Director of Strategic Initiatives, and assist in delivering program delivery, data analysis and community outreach that will aid in the implementation of new systems and processes that achieve the Authority’s goal in disbursing rental assistance to the residents of the state of Illinois. This role will also work in conjunction with other leadership and areas of the emergency rental program. Functions include but not limited to; change communications planning, project management, process mapping, data gathering and analysis, developing presentations, developing and recommending solution alternatives for improvement, developing performance metrics, developing progress reports, obtaining leadership or stakeholder agreement, and helping project the team with solution implementation. This individual is expected to fulfill the responsibilities of the position with a high degree of initiative and independence.

Responsibilities:

- Conceptualizes and implements proactive strategies to design and administer program that will provide Emergency Rental Assistance at a high volume in a short-specified timeframe.
- Assists with planning, development, and distribution of periodic and summary reporting for program Interfaces with and prioritizes IT initiatives to support process improvement.
- Collaborates with process owners and IT to identify and implement opportunities for automation.
- Aids with analysis, problem solving and information-sharing across programs that proactively achieves and sustains significant and measurable improvements.
- Monitors overall pipeline of applicants and flow of funds to ensure fulfillment of disbursement deadlines. Troubleshoots issues as they arise with pertinent parties with the team and other departments.
- Provides additional review, approval, and general oversight of document processing to ensure compliance with programmatic, legal, and financial constraints in accordance with strict deadlines.
- Facilitate process workflow modeling in order to collaborate on process improvements and automation.

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. Knowledge and proficiency of Microsoft Word, Excel, and PowerPoint,
Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79ab60f096e&ccid=19000101_000001&jobid=401455&source=CC2&lang=en_US

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