

Planning and Research Specialist – Strategic Response

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 Planning and Research Specialist to build upon our 50+ year leadership in housing finance.

The responsibilities of this position will primarily focus on furthering efforts to coordinate the State's affordable housing programs and to align programming with a variety of research-based new endeavors. The Planning and Research Specialist position manages a variety of research projects related to a departmental Research Agenda and will be responsible for defending and presenting this research. Participation in a variety of regional, statewide, and local planning and topical initiatives is expected. There will also be close work with the Strategic Response department on key initiatives.

Responsibilities:

Investigate and identify comprehensive funding strategies and actions for IHDA (and in coordination with other State agencies) to improve targeting of existing and new resources to identified priority populations, including joint funding between IHDA and other State agencies.

Staffing and coordination of various internal and external task forces, committees and working groups (including meeting scheduling, attendance, preparation of meeting summary information, reports, and follow-up information) as assigned. Responsible for preparing plans, reports, and progress reports for these groups, in addition to the collection, review, and analysis of all relevant data and information, including Census and other demographic data.

Assist in the coordination of State planning efforts, including: assisting IHDA and other external agency staff in improving their input into federal and State housing plans and performance/progress reports; and collecting and analyzing data, as assigned. Carry out all Consolidated Plan and Annual Comprehensive Plan information requests for annual plans and performance/progress reports, as assigned.

Develop training and technical assistance programs that will result in increased development/availability of affordable housing opportunities for priority populations, especially with referral and services agencies.

Coordinate with Illinois Department of Human Services, IHDA departments, developers, transition coordinators, and property managers to continue implementation of cross-disability referral networks to place and support households in supportive housing units set aside under the LIHTC Targeting Program.

Education and Experience Requirements:

College degree (BA/BS) in a related field, preferably with a Masters degree (Urban Planning, MSW, MPA, MBA). Relevant computer skills, with proficiency in Microsoft Office (Word, Excel, Access, PowerPoint), strongly preferred. Proven communication skills in writing (technical reports, correspondence, et al) and public speaking. In-state travel required (primarily Springfield). Must have valid driver's license. Experience in administering and/or in utilizing federal/state/local housing and community development programs preferred. Must have strong organizational abilities and be able to work independently with minimal supervision as well as in a team atmosphere.

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

To apply, please submit your resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccid=19000101_000001&jobId=404567&source=CC2&lang=en_US

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