

## Data and Reporting Specialist

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 Data and Reporting Specialist to build upon their 50+ year leadership in housing finance.

### Summary:

This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This particular position is housed within the following group:

**Executive:** Provides broad departmental oversight and establishes strategic direction. Encompasses strategic planning, annual budget development/implementation; intra/interdepartmental collaboration; policies and procedures development/implementation; internal/external training; strategic communications; resource development; partnership cultivation; internal/external engagement; and process improvement.

### Essential Tasks:

- Serves as a primary driver of the strategic direction set out by the Director and Senior Advisor for the broader department and key facilitator of change management practices.
- Provides cross-cutting support across department by helping to facilitate appropriate communication, coordination, and collaboration.
- Conducts system queries and generate reports on demand.
- Researches, pursues, and implements data solutions.
- Performs systems administration for departmental user access in concert with IT.
- Facilitates data sharing with internal/external stakeholders as appropriate.
- Acts as liaison between end users, vendors, and other Information Technology Systems functions to coordinate system support solutions.
- Develops and implements data quality control protocols.
- Identifies extraneous spreadsheets, databases, or other logs and facilitates full integration with data systems.
- Reviews, analyzes, and reports out on data as requested.
- Coordinates and conducts system testing.
- Facilitates data imports and exports including required Federal reporting.
- Performs other duties and handles other special projects/initiatives as assigned.

**Education and Experience Requirements:**

Education: Bachelor's degree required; Master's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

Experience: At least 2 years' experience performing data analysis, systems administration and/or systems integration required. Experience with affordable housing preferred.

Basic knowledge of the following funding sources/programs desired: LIHTC, HOME, Section 8, Risk Share, Tax Exempt Bonds, and Illinois Affordable Housing Trust Fund.

Experience with real estate data, specifically affordable multifamily rental housing data preferred.

High proficiency in Microsoft Office Suite software and in spreadsheets and relational databases required. Basic coding/programming ability desired. Report writing capability (SSRS, Crystal, SQL) preferred. Familiarity with Agile project management framework desired. Strong capacity to develop narrative and visual documents and document elements that are clear, appropriately concise, and modern required.

Training: Project management, agile, report writing, and basic coding/programming training as available and directed.

Valid Driver's License: Not Required.

Access to Personal Vehicle: Not Required.

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

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101\\_000001&jobId=406307&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=406307&source=CC2&lang=en_US)

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