

Associate Corporate and Compliance Counsel

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 Associate Corporate and Compliance Counsel to build upon their 50+ year leadership in housing finance.

Summary:

This position is responsible for advising Authority staff on issues arising under administrative law areas, including, but not limited to freedom of information, procurement, and open meetings. This position is responsible for providing well researched and sound legal advice to ensure the Authority's operational and transactional activities are in compliance with federal and state laws and regulations and that the Authority's internal policies and procedures are being followed. This position will assist with the Authority's non real estate transactional work, corporate governance, and ongoing compliance initiatives and other state-wide and Authority specific regulatory initiatives. This position will review, identify, and map applicable regulatory change to keep applicable Authority staff abreast of important changes administrative in law. This position may serve as the Authority's FOIA Officer and/or Ethics Officer.

Essential Functions:

Responsible for advising Authority staff across multiple business units on legal issues arising under administrative law areas, including, but not limited to, contracts, corporate governance, freedom of information, procurement, ethics, open meetings, rule makings and other regulatory and administrative procedures.

Work with external groups (e.g. HUD) on matters including, but not limited to legislative review, IGAs, audit (internal and external).

Provide advice regarding best practice governance and compliance principles and processes; including helping maintain compliance with all applicable state and federal laws and regulations impacting the Authority.

Work on state-wide and Authority specific initiatives, including review and drafting of regulations implementing programs and initiatives,

Develop expertise in various housing areas (e.g.: Fair Housing) to advise internal Authority staff on issues as they arise.

Primary contact working on creation and updating of Authority Policies and procedures.

Education and Experience Requirements:

B.A. or B.S., or equivalent, and a J.D. Must be an attorney licensed to practice law and in good standing in the State of Illinois. Minimum of 4-5 years of experience in general corporate law, contract law, administrative law, and compliance law. Experience in affordable housing, fair housing, state appropriations laws, procurement/acquisition law and interagency agreements is desired.

Demonstrated ability to provide timely, accurate and practical legal advice.

Demonstrated ability to evaluate pertinent facts; research, analyze and apply laws, rules, and regulations; and execute legal strategy.

Ability to learn new subject areas quickly and competently.

Comfortable with taking the initiative but capable of recognizing complex problems and feels comfortable bringing questions to management.

Advanced critical thinking and problem-solving skills.

Strong interpersonal skills with the ability to establish credibility and foster excellent working relationships with internal and external senior stakeholders.

Must have at least two years of supervisory experience or experience working as a project leader on small teams/groups.

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

To apply, submit resume and to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=417235&source=CC2&lang=en_US

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