

Manager, Portfolio Analysis

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 Manager, Portfolio Analysis 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:

Portfolio Analysis: Ensures financial viability of properties through financial analysis, insurance and reserves administration, and loan servicing. Proactively identifies and responds to portfolio risks through an array of intervening measures including restructuring of ownership, management, and/or financing.

Essential Functions:

- Conceptualizes and implements proactive strategies to resolve properties' and portfolio financial compliance issues.
- Analyzes risk and regulatory requirements to develop and maintains a schedule and assignments for required financial compliance activities in coordination with Assistant Director – Portfolio Analysis and Servicing.
- Informally pairs Financial Analysts with a compliance group for each project inclusive of an Asset Manager, Compliance Analyst, and Physical Inspector assigned to the same portfolio of projects.
- Plans, schedules, coordinates, and leads regular loan monitoring, delinquency, watchlist, and other risk management meetings and disseminates related information/data in coordination with Portfolio Risk Management group.
- Assists with planning, development, and distribution of annual compliance package.
- Serves as a liaison for financial auditors and audits as requested and in cooperation with Executive group.
- Appropriately refers troubled properties to the Portfolio Risk Management group.
- Participates in pre-closing, closing, pre-occupancy, and post-closing discussions and meetings as appropriate.

Education & 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: Preferred experience conducting financial or data analysis for Federally- financed affordable multifamily rental housing developments. At least 3 years of supervisory experience required.

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

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Proficiency in Microsoft Office Suite with advanced Excel skills required

Certifications: Certified Financial Specialist (CFS) certification (National Housing Center for Housing Management) - achieved within one year or earliest available date, whichever is later) is desired.

Valid Driver's License: Not required. Access to Personal Vehicle: Not required. Frequency of Travel: Not required.

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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=418115&source=CC2&lang=en_US

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