

Policy and Process 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 Policy and Process 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: Strategic Solutions: Serves as an implementation driver for departmental strategic direction through consultative work in policy, processes, data, and training.

ESSENTIAL FUNCTIONS:

Assists with resource development through identification and pursuit of new business lines, funding, and partnership opportunities including bid coordination, proposal writing, and contractual agreements development/execution.

Works to streamline core functions and improve internal and external client experience through continual process improvement.

Develops and implements tools to solicit, track, and incorporate internal/external input and feedback.

Evaluates departmental operational practices and suggests/facilitates improvements as appropriate.

Conducts research on regulatory requirements, industry standards, and best practices and disseminates findings/recommendations.

Develops new and revised policies and procedures for internal and external audiences to reflect clear, consistent, timely, and compliant processes. Coordinates with internal and external stakeholders to prioritize and schedule related work. Facilitates stakeholder input in content creation. Conforms format to IHDA-wide standards.

Develops new and revised training for internal and external audiences to reflect clear, consistent, timely, and compliant processes. Coordinates with internal and external stakeholders to prioritize and schedule related work. Facilitates stakeholder input in content creation. Conforms format to IHDA-wide standards.

Ensures consistency between written policies and procedures and training during both development and implementation. Ensures new staff receive appropriate information during onboarding. Ensures existing staff receive appropriate information on an appropriately regular basis.

Develops and maintains resource libraries.

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 5 years' progressively responsible experience with Federally-financed affordable multifamily rental housing required. While this position will interact with other subject matter experts in the department who will provide feedback on deliverables, this role requires a high level of existing subject matter expertise that will be deployed in the direct, initial development and implementation of policies, procedures, and training.

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

Proficiency in Microsoft Office Suite required. Strong capacity to develop narrative and visual documents and document elements that are clear, appropriately concise, and modern required.

Training: Ongoing cross-functional group and asset management training as directed and/or available. Project management, continuous process improvement training recommended as available.

Certifications: Not required.

Valid Driver's License: Required.

Access to Personal Vehicle: Not required. May occasionally use an IHDA vehicle for training travel.

Frequency of Travel: Infrequent – Less than 5% of time.

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&cclid=19000101_000001&jobId=419136&source=CC2&lang=en_US

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