

Data Analyst – Asset Management

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/inter-departmental collaboration; policies and procedures development/implementation; internal/external training; strategic communications; resource development; partnership cultivation; internal/external engagement; process improvement, portfolio-wide and subset data and systems administration and coordination.

ESSENTIAL FUNCTIONS:

- Assists with the development and distribution of department-wide strategic plans, goal and priority setting, and performance reporting.
- Provides cross-cutting support across department by helping to facilitate appropriate communication, coordination, and collaboration.
- Assists with resource development through identification and pursuit of new business, funding, and partnership opportunities including bid coordination and proposal writing.
- Works to streamline core functions and improve client experience through continual process improvement.
- Develops and implements tools to solicit and incorporate internal/external input and feedback.
- Evaluates departmental operational practices and suggests/facilitates improvements as appropriate.
- Compiles and analyzes data, spotlights trends, and makes policy and procedural recommendations based on data findings.
- Conducts system queries and generate reports on demand.
- Researches, pursues, and implements data solutions.
- Troubleshoots data issues including internal/external user assistance needs.
- Performs systems administration for departmental user access in concert with IT.
- Coordinates system launches, conversions, updates, upgrades, and retirements.
- Prepares data visualizations, maps, and other reports.
- Facilitates data sharing with internal/external stakeholders.
- Develop and implement data quality control protocols.
- Assist in coding, testing, and debugging new and modified systems, software, and reporting applications.
- Facilitates data imports and exports including required Federal reporting.
- Proactively follows up on previously noted data issues to ensure proper and timely resolution.
- Performs other duties and handles other special projects/initiatives as assigned.

Education and Experience Requirements:

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

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

To apply, please submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&jobId=214014&lang=en_US&source=CC2&cclId=19000101_000001

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