

Project Coordinator

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 Project Coordinator to build upon their 50+ year leadership in housing finance.

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:

Rental Assistance: Ensures the operational compliance of properties assisted by IHDA loans, grants, or tax credits through: physical inspections based on applicable HQS, UPCS, and REAC standards; review/monitoring of capital improvement requests; management, occupancy, and tenant file reviews; rent/income limit/utility allowance calculations; affirmative marketing plan review/approval; tenant selection plan review/approval; management plan review/approval; and tenant/management relations.

- Coordinates processes and documents for project pre-closing, closing, post-closing transfer, and setup in concert with the Rental Compliance, Financial Analysis/Asset Servicing, and Portfolio Risk Management teams in Asset Management, the Multi-family Finance and Legal departments of IHDA, and with external development/property management teams.
- Implements proactive and timely strategies to resolve projects' closing and transfer questions, concerns, and issues.
- Monitors the multifamily project pipeline and proactively plans for and schedules handling of related document processing.
- Intakes and tracks document submissions, review packages for completeness, follow-up regarding incomplete or error-filled submissions, processes, and routes for required approvals. Once approval is obtained, retains and routes documents for retention as appropriate.
- Communicates updates, challenges, and solutions internally and externally as appropriate.
- Prepares and maintains pre-closing, closing, and post-closing policies/procedures, document templates, and workflows in coordination with the Policy, Strategy, Analytics team.
- Solicits, prepares, calculates, reviews, approves, and/or processes applicable plans, forms, certifications, schedules, allowances, limits, and reports for pipeline of projects based on prescribed timeframes (to assess and facilitate compliance with applicable Federal, State, local rules and standards). These documents include but are not limited to tenant selection plans, affirmatively furthering fair housing marketing plans, lease riders, leases, lease up schedules, management plans, and management agreements.
- Leads and participates in pre-closing, closing, pre-occupancy, and post-closing transfer discussions and meetings as appropriate.
- Interfaces with pre-closing, closing, and post-closing systems and portals including but not limited to shared drives and SharePoint.
- Provides program/funding source/system informational and technical assistance, guidance, and direction to internal staff as well as property owners/agents.

- Serves as primary point of contact and relationship manager between developers/owners/agents and Asset Management department during pre-closing, post-closing, and ending with post-closing transfer process.

Education and Experience requirements:

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

Experience: At least 2 years' experience conducting asset management/operational compliance administration for Federally-financed affordable housing developments preferred. Multifamily housing experience preferred. Familiarity with real estate closing process preferred.

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.

Training: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) training desired (ideally completed within one year or earliest available date, whichever is later).

Certifications: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) preferred (ideally obtained within one year or earliest available date, whichever is later).

Valid Driver's License: Not required.

Access to Personal Vehicle: Not required

Frequency of Travel: 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&jobId=219070&lang=en_US&source=CC2&cclid=19000101_000001

EOE