

## Operations 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 an Operations 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 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; and process improvement.

### Responsibilities:

- Performs high level, confidential, and key support functions related to operations, communications, data and reporting in direct service to the Executive group of the department as well as the broader department.
- Handles data compilation, cleanup, entry, and analysis as directed.
- Creates, updates, and disseminates reports as requested.
- Creates, updates, converts, maintains, and distributes forms and other document types.
- Identifies and pursues opportunities for information and process improvement.
- Provides backup support to the Operations Manager as needed.
- Develops and conducts cross-training on applicable agency-wide and departmental operational policies, procedures, and systems in cooperation with the Senior Advisor and Training Specialist.
- Coordinates events for internal and/or external audiences inclusive of related planning, logistical arrangements, conduct, and follow-up in the areas of format creation, content development/delivery.
- Supports accounts payable and receivable.

- Performs other duties and handles other special projects/initiatives as assigned.

**Requirements:**

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

Experience: At least 3 years' experience with office/operational support or data/reporting required. Familiarity with affordable housing preferred.

Proficiency in Microsoft Office Suite required.

Training: As directed.

Certifications: Not required.

Valid Driver's License: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

**Excellence 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&cclid=19000101\\_000001&jobId=259535&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=259535&source=CC2&lang=en_US)

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