

## **Assistant Director (Asset Management – Rental Assistance)**

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:

Rental Assistance: Ensures the program compliance of the portfolio (for developments with Section 8, Section 236, Mod/Rehab, Section 811, and/or RHS/LTOS assistance) through housing assistance payment (HAP) subsidy processing, reporting, and coordination with the Statewide Referral Network and IL Housing Search.

### **Responsibilities:**

Conceptualize and implement proactive strategies to administer programs and resolve properties' program administration and compliance issues.

Participate in pre-closing, pre-occupancy, post-closing, loan monitoring, delinquency, and watchlist meetings as appropriate.

Analyze risk and regulatory requirements to develop and maintain a schedule and assignments for required program administration and compliance activities in coordination with Manager.

Serve as a high-level liaison and resource for related funding sources/programs/operations.

### **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 10 years' experience administering Federally financed affordable multifamily rental housing programs required. At least 5 years of supervisory experience required. Thorough knowledge of the following funding sources/programs desired: Section 8, Section 236, Mod/Rehab, RHS/LTOS, Section 811, and SRN. Proficiency in Microsoft Office Suite required.

*Training:* Asset management, program/funding source, program and compliance administration training as directed/available.

*Certifications:* Certified Occupancy Specialist (COS), Blended Occupancy Specialist (BOS), Certified Property Manager (CPM) preferred.

*Valid Driver's License:* Required.

*Access to Personal Vehicle:* Required along with appropriate insurance.

*Frequency of Travel:* Infrequent – 5-10% annually.

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

To apply submit resume and salary to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=263761&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=263761&source=CC2&lang=en_US)

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