

Client Services Team Lead

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 Client Services Team Lead to build upon their 50+ year leadership in housing finance.

This position is responsible for the loan closing process from initial financial closing through final construction completion. This position coordinates between various departments at the Authority and with various outside parties including developers, escrow agents, contractors and outside counsel. The CSC Team Lead works on the more complex closings involving multiple Authority resources and is expected to help provide guidance and training to the Client Services Coordinator.

Responsibilities:

Provide day-to-day management, leadership, and training of records and files related to the closing process from initial financial closing through final loan closing.

Make decisions on project file documentation and requirements with development officers/underwriters to determine completeness, and conditions that must be met prior to approval and/or closing.

Make decisions on documents for review by development officers/underwriters, attorneys, and other Authority staff.

Make decisions on construction draw documents prior to funding for accuracy and consistency with loan documents.

Maintain a comprehensive knowledge of loan practices and financing options, including Illinois Affordable Housing Tax Credit, Affordable Housing Trust Fund, HOME, NHTF, Low Income Housing Tax Credit (LIHTC) and other state and federal programs.

Education and Experience Requirements:

Bachelor's degree or Master's preferred or 10 years or greater work experience in affordable housing finance in lieu of degree. 10+ years of proven leadership and supervisory skills. Preferred college degree in Finance, Real Estate, Urban Studies, Public Administration, Public Policy, Economics, or a related field. Requires the ability to work independently, within sensitive deadlines, and maintain effective working relationships with internal staff and external parties. Excellent oral and written communication skills are required. Proficiency in Word and Excel.

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&cclId=19000101_000001&jobId=263762&source=CC2&lang=en_US

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