

Senior Advisor, Policy and Training

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 Senior Advisor, Policy and Training to build upon their 50+ year leadership in housing finance.

The primary role of the Senior Advisor, Policy and Training is to serve as a senior operational, programmatic, and technical advisor to the Managing Director of Multifamily Financing; the senior advisor is a key resource to department staff and will help to develop and maintain department policies and procedures and help to coordinate training for new hires.

Responsibilities:

Coordinate efforts to increase the capacity, efficiency, and skills of staff through the ongoing assessment of gaps in resource materials, policies and procedures, and opportunities for knowledge exchange; support the onboarding of new staff.

Research and translate trends and best practices in affordable housing development and finance for possible adoption or integration; work to ensure the research informs the Authority's Qualified Allocation Plan and other policy documents if/when appropriate. Responsible for maintaining and updating departmental policies, guidelines and manuals.

Continuously and strategically promote the Authority as an accessible, trusted partner by establishing and/or maintaining effective working relationships with industry stakeholders; may represent the Managing Director in his/her absence at industry events, ground breakings and ribbon cuttings.

On behalf of Multifamily Financing, serve as a liaison with other Authority departments that include Communications, Finance, Legal, Human Resources, Strategic Planning and Reporting, and the Executive Office.

Assist with the preparation and review of materials for the Authority's executive staff and Board of Directors.

Education and Experience Requirements:

Bachelor's degree in business, finance, public administration, or related field; graduate studies preferred. Requires the ability to work independently, within time sensitive deadlines, and maintain effective working relationships with internal staff and external parties. The ideal candidate will also have experience with staff development, policy implementation and evaluation and advising senior staff.

A minimum of five (5) years direct experience in affordable multifamily housing development and/or finance is required.

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=262644&source=CC2&lang=en_US

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