

## Policy and Process Specialist

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 Policy and Process Specialist 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. It reports to the Senior Advisor and does not supervise any positions.

### Responsibilities:

- Works to streamline core functions and improve internal and external client experience through continual process improvement.
- Conducts research on regulatory requirements, industry standards, and best practices and disseminates findings/recommendations.
- Develops new and revised policies and procedures for internal and external audiences to reflect clear, consistent, timely, and compliant processes.
- Develops new and revised training for internal and external audiences to reflect clear, consistent, timely, and compliant processes
- Ensures consistency between written policies and procedures and training during both development and implementation.

### 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 5 years' progressively responsible experience with Federally-financed affordable multifamily rental housing required. While this position will interact with other subject matter experts in the department who will provide feedback on deliverables, this role requires a high level of existing subject matter expertise that will be deployed in the direct, initial development and implementation of policies, procedures, and training.

Thorough 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. Strong capacity to develop narrative and visual documents and document elements that are clear, appropriately concise, and modern required

Valid Driver's License: Required.

Access to Personal Vehicle: Not required. May occasionally use an IHDA vehicle for training travel.

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

To apply, submit resume and to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=392745&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=392745&source=CC2&lang=en_US)

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