

Assistant Director of Administration and Compliance

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 Assistant Director of Administration and Compliance to build upon their 50+ year leadership in housing finance.

Summary:

The Assistant Director of Administration and Compliance position is responsible for hands-on leadership, planning, implementation, and compliance of the programs that will assist with operations of all Strategic Response department. This position will report to the Director of Strategic Initiatives and Response, and assist in effective program delivery, data analysis and high-level strategy that will aid in the implementation of new systems and processes that achieve the department's goal. This role will also work in conjunction with other leadership areas. Functions include but are not limited to overseeing of program compliance, change communications planning, project management, process mapping, data gathering and analysis, developing presentations, developing and recommending solution alternatives for improvement, developing performance metrics, developing progress reports and obtaining leadership or stakeholder agreement. The Assistant Director of Administration and Compliance will also oversee Call Center staffing and operations. This individual is expected to fulfill the responsibilities of the position with a high degree of initiative and independence.

Essential Functions:

- Conceptualizes and implements proactive strategies to design and administer programs that will aid at a high volume in a short-specified timeframe.
- Assists with planning, development, and distribution of periodic and summary reporting for program Interfaces with and prioritizes IT initiatives to support process improvement.
- Monitors overall pipeline of applicants and flow of funds to ensure fulfillment of disbursement deadlines. Troubleshoots issues as they arise with pertinent parties with the team and other departments.
- Provides additional review, approval, and general oversight of document processing to ensure compliance with programmatic, legal, and financial constraints in accordance with strict deadlines.
- Facilitate process workflow modeling to collaborate on process improvements and automation.
- Support the department Director with new strategic initiatives.
- Be a thought-partner and collaborator with other members of the department Leadership Team.
- Other related duties as assigned

EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:

- Bachelor's Degree is required, preferably in Urban Planning, Organizational Management, or Business or other related field, MBA or other advanced degree desired. Minimum five years' experience in managing government contracts/grants. Candidate should have experience and knowledge of understanding programmatic reports, budget experience, project management, disbursement of government funds and relationship skills. Current experience leading teams of professional staff. Excellent written and oral presentation skills required. Knowledge and proficiency of Microsoft Word, Excel, and PowerPoint,

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=430872&source=CC2&lang=en_US

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