

## Data Analyst

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

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 Data Analyst to build upon their 50+ year leadership in housing finance.

At IHDA we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about this opportunity, we encourage you to apply. You may be just the right candidate for this position or other positions within our organization.

### **What we Offer:**

Paid time off, plus paid holidays

Hybrid work arrangement

Medical/dental/vision insurance plans that are effective on day one

Life insurance, short/long term disability, tuition reimbursement, and flex spending,

401(k); immediate vesting

Tuition reimbursement/Educational benefit program

Employee Assistance Program

Inclusive work culture. At IHDA we value and strive to create and maintain a work environment that promotes recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds, to ensure a range of perspectives and experiences that will inform and guide our work of financing affordable housing within the state of Illinois.

### **Summary:**

This position is housed with the Strategic Planning and Reporting (SPAR) department, which is where IHDA's most important research is conceptualized and developed. SPAR uses market research to inform key decisions made by IHDA, while paying special attention to the social impact we have on communities across the state of Illinois, in both the short and long terms.

The Data Analyst is responsible for maintaining and updating the database of record while preserving data integrity. This individual will produce routine and ad hoc reports regarding IHDA's various housing production programs. The data analyst will be forward-thinking and regularly contribute to SPAR's efforts to remain on the leading edge of housing research and reporting.

### **Essential Functions:**

- Maintain and update Access-based database used as database of record.
- Assist with the intaking of applications for funding through proprietary software and provide technical assistance to applicants of IHDA resources.
- Understanding of fundamentals required to build and/or run queries within database software, primarily Microsoft Access, to respond to data requests from within IHDA in addition to external requests.
- Utilize programs such as Microsoft Excel and Power BI to produce reports and data analyses, both routine and ad hoc, for use by all IHDA departments.

- Identify, report, and troubleshoot errors in data flows and collaborate with team and across departments to resolve or optimize process.

**EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:**

Two years of related data analysis experience and/or college degree are preferred. Candidates must have experience with recent versions of Microsoft Office Suite, especially Excel and Access. The ideal candidate will have a work ethic that is respectful and will be a team player with the ability to work independently and effectively manage multiple projects and deadlines in an environment that can be fast paced. In addition, the successful candidate will be able to prioritize and build a backlog of projects that can be completed during slower times. Excellent written, verbal, listening and interpersonal communication skills are required. Finally, candidates should be confident in their ability to interface with diverse stakeholders, internal and external to IHDA, exercise sound judgement, anticipate challenges, and respond accordingly. Bilingual in Spanish is preferred.

Excellent benefits package,

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=435151&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=435151&source=CC2&lang=en_US)

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