

Assistant Director of Policy and Research

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 an Assistant Director of Policy and Research 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:

Assists with the management and administration of Strategic Planning and Reporting's – Policy and Research team, including staff supervision. Works closely with the SPAR Managing Director and the SPAR Deputy Director to maintain historic and ongoing interdepartmental coordination.

Essential Functions:

- Work with the SPAR Managing Director and SPAR Deputy Director to set goals and objectives for operations of the Policy and Research team and the SPAR Department. This includes major assistance with department budget development and management.
- Establish and manage the Research/Policy Agenda for SPAR – this is an evolving document with short- and long-term deliverables for all endeavors. Endeavors may be recommended or required by statute, rule, or mandate. Design the research and data standards and train staff accordingly. Identify SPAR staff needed and coordinate across departments within IHDA to execute the Agenda in a timely manner.
- Continually develop and maintain expertise in all major state and federal housing programs for multiple purposes for usage in Federal and State housing plans and performance reports; for technical assistance as a public information source; and for use at meeting/speaking engagements.
- Assist in the development of the Annual Governor's Report and the State's Annual Comprehensive Housing Plan and related progress reports, including providing staff assistance to the Housing Task Force, its Executive Committee, Interagency Subcommittee and related working groups. Assist with administration of the Affordable Housing Planning and Appeals Act (AHPAA).

EDUCATION, EXPERIENCE and SKILLS REQUIREMENTS:

Bachelors' degree in Political Science, Public Administration, Business Administration, Marketing, Planning, or a related field; Masters' degree preferred (MUP, MPA, MBA). Recommended three years' minimum experience in operations of housing programs and supervisory experience of professional staff.

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=436690&source=CC2&lang=en_US

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