

Program Officer

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 Program Officer to build upon their 50+ year leadership in housing finance.

Summary:

The Community Affairs Department oversees a portfolio of programs all directed towards promoting and creating fiscally stable households and communities. The department coordinates with external partners, including local government units, HUD-certified housing counseling agencies, community-based organizations, community action agencies, and regional planning commissions, and works with staff across IHDA departments to identify and provide input for the design of program initiatives.

The program officer will support current and future funding programs under the Community Affairs Department. Responsibilities include but are not limited to: assisting the department in program application review, providing scoring and funding recommendations, report preparation and reviews, building relationships with program partners, providing technical assistance, developing programmatic improvements, compliance reviews and responses, payments, audit reviews, and trainings for program partners. Perform program support requiring a high degree of skills, initiative, and reliability.

The Program Officer will review and make recommendations for applicants applying for funding under the supervision of the Assistant Director. They will assist in managing and operating the multiple programs under Community Affairs.

Must be able to communicate effectively and professionally with applicants, and program partners regarding program requirements, eligibility criteria, and payment processes throughout the program. Skills and experience with file documentation and program operation are required. Must have strong verbal and written communication skills. Ability to understand and apply departmental policies and procedures and perform related duties as required.

Responsibilities:

Analyze program partner files, documents, and applications. Review and make recommendations on program eligibility based on application and/or program criteria and requirements. Maintain confidentiality and professional discretion through the review and approval process. Provide tactful and courteous responses to ineligible applicants, if required.

Build relationships with program partners and provide technical assistance to address challenges and advance opportunities.

Analyze programmatic policies and procedures, and collaborate with the team and management to develop, write, and implement improvements

Develop content and supporting materials for webinars and present the material to program partners and applicants.

Process, review, and approve the submission of payments to program partners.

Prepare memos and associated exhibit materials on program matters for Board and make presentations for Board approval. Develop, write, and edit supporting materials for programs including, manuals, checklists, forms, summaries, and other documents.

Conduct desk and on-site monitoring reviews; ensure proper documentation exists in client files.

Education and Experience Requirements:

Bachelor's degree in Business Administration, Finance, Public Administration, Public Policy, Urban Planning, or related field. Experience in grant and program management preferred. Excellent written and verbal communication skills. Strong analytical skills. Polished presentation skills. Strong relationship-building skills. Highly organized, efficient, self-motivated and detail-oriented. Excellent computer skills, including Word, Excel, and PowerPoint. GIS mapping skills are a plus, but not required. Highly effective interpersonal skills including demonstrated ability to work cooperatively with a variety of staff and external partners from various fields of interest

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

Submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=445572&source=CC2&lang=en_US

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