

## **Manager – Project Operations Compliance**

**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 Manager – Project Operations Compliance to build upon our 50+ year leadership in housing finance.

**Summary:** This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments. This position is housed within the following group:

**Project Operations Compliance (POC):** Monitors operations for applicant/tenant/unit/property levels for rental projects assisted with bonds, grants, loans and/or tax credits.

### **Essential Functions:**

- Conceptualizes and implements proactive strategies to resolve properties' operational compliance issues. Appropriately escalates issues with troubled properties and/or portfolios.
- Analyzes risk and regulatory requirements to develop and maintain a schedule and assignments for required operational compliance activities in coordination with Assistant Director – POC.
- Coordinates and communicates effectively with the fellow Manager(s) – POC to ensure respective groups are operating and performing at consistent standards and with balanced workloads.
- Responds to Preliminary Project Assessment (PPA) inquiries from the Multifamily Financing department.
- Provides written/verbal reports and recommendations detailing historical performance of development/developer/owner/agent(s) as appropriate to inform future funding decisions.
- Leads or participates in transactional, programmatic, or portfolio meetings as directed and performs other duties and handles other special projects/initiatives as assigned.

### **Education and Experience 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' experience conducting asset management and/or operational compliance administration for Federally-financed affordable multifamily rental housing developments required. At least 3 years of supervisory experience required.*

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.

Training: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), HOME Compliance Specialist (HCS), Housing Credit Certified Professional (HCCP), required (achieved within one year or earliest available date, whichever is later).

Certifications: CFS certification desired (achieved within one year or earliest available date, whichever is later).

Certifications: Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), HOME Compliance Specialist (HCS), Housing Credit Certified Professional (HCCP), Certified Property Manager (CPM) preferred.

Valid Driver's License: Not required.

Access to Personal Vehicle: Not required.

Frequency of Travel: Not required.

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

To apply, submit resume and salary to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=448343&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=448343&source=CC2&lang=en_US)

EOE