

Special Populations Policy 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 Special Populations Policy Officer to build upon their 50+ year leadership in housing finance.

SUMMARY:

Assists the Senior Policy and Planning Officer and the Assistant Director of Policy and Research with IHDA policies, programs, and interagency relations with particular focus on supportive housing, homelessness prevention, and other IHDA policy priorities. Responsible for thorough development and support of internal and external IHDA policy and/or new program development that addresses new Federal and State initiatives and programs, with particular focus around Supportive Housing and housing for other priority populations/areas of development; provides coordination regarding IHDA's response to Notices of Funding Availability (NOFAs) and viable and useful RFPs issued by Federal or State entities; coordinates with Multifamily Finance regarding departmental input to the developments and existing policy documents; and researches within the SPAR Policy and Research team as requested for Consolidated Plan and Housing Task Force efforts.

ESSENTIAL FUNCTIONS:

- Support the Senior Policy and Planning Officer to track Federal and State legislation, rulemaking, and NOFAs or RFPs for rental housing, fair housing, permanent supportive housing, homelessness prevention, and other housing that serves vulnerable populations.
- Coordinate with the Multifamily and Asset Management Departments on supportive housing initiatives including Section 811, the Statewide Referral Network (SRN), and the permanent supportive housing development process.
- Provide input to Permanent Supportive Housing Development Program application process and the Qualified Allocation Plan (QAP) regarding Supportive Housing Initiatives.
- Provide technical assistance to Multifamily Finance staff regarding "special use" units set aside through the Statewide Referral Network (SRN), and units receiving subsidy through Rental Housing Support Program (RHSP), Section 811, or Long-Term Operating Support (LTOS).
- Assist with data related requests and tracks supportive housing programs including Section 811, Statewide Referral Network (SRN), and others.
- Assist with efforts to develop new and revamp existing programs to adequately respond to new federal and state initiatives related to supportive housing.
- Coordinate with the Housing Task Force staff as needed to add new perspectives to policy recommendations.

EDUCATION AND EXPERIENCE REQUIREMENTS:

College degree (BA/BS) in a related field, preferably with a master's degree (Urban Planning, MSW, MPA, MBA). Relevant computer skills, with proficiency in Microsoft Office (Word, Excel, Access, PowerPoint) required. Proven communication skills in writing (technical reports, correspondence, et al) and public speaking. In-state travel required. Experience in administering and/or in utilizing federal/state/local housing and community development programs preferred. Must have strong organizational abilities and be able to work independently with minimal supervision.

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&ccId=19000101_000001&jobId=448169&source=CC2&lang=en_US

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