

Position Title: Director of Communications
Department: Communications

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, 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 inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: Under the general supervision of the Executive Director, handles overall external communications and other public information of the Authority with an eye toward increasing knowledge of and favorable attitudes toward the Authority among business and financial leaders, the media throughout Illinois, community interest groups, government leaders and the general public. Responsible for all aspects of communications, including: planning; promotion, public/media relations; collateral development and website development/updates. Develops and maintains business relationships between the Authority and its participating lenders as well as indirect business partners such as realtors, builders, and affordable housing non-profit organizations.

Essential Functions:

- Ensures that the Authority speaks with a single and accurate voice, oversees production of and approves all Authority press releases.
- Maintains consistency in every contact with constituencies outside the Authority; sits on the Authority Management Council and is directly responsible for the work of the Communications Department including the Marketing team.
- Handles or coordinates responses to all media inquiries to make certain the agency is portrayed in the most favorable, accurate and timely way possible.
- Develops and implements communications and marketing strategy for the Authority.
- Determines whether public relations and marketing firms should be retained to help promote Authority programs, and when such consultants are hired by the Authority as approved by the Executive Director and Members of the Authority, has the primary responsibility for directing their work. Develops PR contracts.
- Develops and maintains close working relationships with all appropriate editors, reporters, editorial writers, and other media managers, both in the Chicago area and elsewhere in Illinois, to keep the Authority in the public eye.
- Oversees the production of marketing materials and planning/execution of conference events. All agency events, publications, brochures, pamphlets, and other printed material aimed at audiences outside the Authority flow through the Director of Communications.
- In conjunction with the General Counsel, responds to all Freedom of Information requests submitted pursuant to Illinois and federal FOIA statutes.
- Oversees the preparation and delivery of periodic correspondence at the direction of Executive Director to all Authority personnel to keep them abreast of significant developments, both within and outside the agency.
- Develops and maintains a close working relationship with the Governor's press secretary and government communications at other levels (local and federal).
- Establishes departmental mission, vision, goals, priorities, and strategies.
- Directs and manages the activities of the communication department, including planning, coordinating, and adhering to Authority wide policies and procedures.

- Develops and administers budgets including reviews/approval of accounts payable/receivable and reviews/analysis of departments financial statements.
- Ensures that departmental operations are efficient and effective, resources optimized, processes continually improved, and impact maximized.
- Represents the Authority via personal appearances, when appropriate, before a variety of constituent groups.
- Handles any other duties and responsibilities that fall reasonably within the scope of this position.
- This position requires statewide travel which may include more than 50% of full-time employment

Education and Experience Requirements:

- College graduate. Master's degree preferred
- 5-10 year's experience in public relations/ journalism and marketing preferred
- Excellent writing and organizational skills required
- Ability to manage and provide direction to a team
- Must be able to manage and prioritize multiple projects
- Experience with state government, publications development and housing issues are pluses.

What we Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision insurance plan
- Life insurance, short/long term disability, tuition reimbursement, and flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs

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

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=450464&source=CC2&lang=en_US

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