

Position Title: Assistant Director – Portfolio Analysis
Department: Asset Management

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

Portfolio Analysis (PA): Ensures viability of property portfolio through financial analysis, insurance oversight, reserves administration, loan servicing, and asset repositioning

Essential Functions:

- Risk Management- Supports the ongoing evaluation, documentation, and improvement of the loan servicing environment to maximize output and efficiency. Stays abreast of company policies and control requirements. Ensures the department policies and procedures, and flow charts meet audit control standards. Oversees the internal and external audit examinations of the team.
- Reporting- Responsibility for reporting on the Authority's multifamily loan portfolios. Strong emphasis on tracking and managing loss mitigation efforts on the Authority's multifamily family loan portfolio. Develop department status reports, annual budgets, and overall goals.
- Project Development and Scope- Meet with team staff to plan, manage, and execute business strategies that promote improved loss mitigation efforts; streamline loan servicing processes; and maximize revenue growth.
- Business Execution- Leads and/or supports projects across the Authority in executing new business initiatives. Supports efficiency needs and changes in corporate policies and other business drivers. Adheres to compliance with financial controls and Authority policies including documentation to support business strategy.
- Team Support- Manages team through all phases of project life cycle. Projects have an emphasis on loan servicing, risk management, and automation of manual processes.
- Supervision and support of department staff and performance goals. Encourages team collaboration and cooperation.
- Performs other duties and handles other special projects/initiatives as assigned.

Education and Experience Requirements:

- Bachelor's Degree in business, finance, or a related field, or an equivalent combination of education and experience desired.
- 10+ years of relevant work experience in loan servicing, risk management and controls, multifamily real estate, financial, and/or production operations environment. Has experience with financial and system controls and experience in leading medium and complex business strategies.

- Strong analytical skill, including the ability to identify and resolve transaction reporting, process, and accounting and control issues. Able to work independently and assume responsibility for transactions and/or project deliverables with minimal supervision.
- Demonstrated experience in servicing loan products and supporting infrastructure, specifically in the affordable housing market.
- Proficient PC skills, including experience with Microsoft Office Suite. Knowledge of role specific tools.
- Effective interpersonal skills. Able to build effective relationships with internal and external partners, and proactively identify issues and craft workable solutions.
- Strong oral/written communication skills. Ability to convey information in the appropriate style and setting both within written form and public speaking environments both internal/external. Ability to communicate effectively with management.
- Business Acumen: Knows how businesses work. Knowledgeable in current and future policies, practices, trends, technology, and information affecting his/her business and organization. Knows the affordable housing industry. Is aware of how strategies and tactics impact downstream systems and processes.
- Frequency of Travel: Infrequent – 5-10% annually.

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=452935&source=CC2&lang=en_US

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