

Position Title: Project Coordinator
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: Under supervision of the Deputy Director, 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:

Strategic Solutions (SS): Serves as a proactive and responsive strategy driver through cross-functional leadership and consultative support.

Essential Functions:

- Coordinates processes and documents for project pre-closing, closing, and post-closing transfer, and setup in concert with other teams in Asset Management, the Multi-family Finance and Legal departments of IHDA, and with external development/property management teams.
- Coordinates, solicits, updates, and maintains property contact information in applicable systems.
- Supports system user administration, system testing, and special project data entry as needed.
- Implements proactive and timely strategies to resolve projects' closing and transfer questions, concerns, and issues.
- Intakes and tracks document submissions, review packages for completeness, follow-up regarding incomplete or error-filled submissions, processes, and routes for required approvals. Once approval is obtained, retains and routes documents for retention as appropriate.
- Reviews pre-closing, closing, and post-closing documents and revises as appropriate to ensure compliance with applicable Federal, State, local rules and standards and incorporate best practices. Shares updated documents as appropriate.
- Prepares and maintains workflows for pre-closing, closing, and post-closing transfer processes.
- Communicates updates, challenges, and solutions internally and externally as appropriate.
- Prepares and maintains pre-closing, closing, and post-closing policies/procedures, document templates, and workflows.
- Prepares and maintains pre-closing, closing, and post-closing data and in applicable systems.
- Develops, updates, and shares a status report on pre-closing, closing, and post-closing transfer by project.
- Solicits, prepares, calculates, reviews, approves, and/or processes applicable plans, forms, certifications, schedules, allowances, limits, and reports for pipeline of projects based on prescribed timeframes (to assess and facilitate compliance with applicable Federal, State, local rules and standards). These documents include but are not limited to tenant selection plans, affirmatively furthering fair housing marketing plans, lease riders, leases, lease up schedules, management plans, and management agreements.
- Leads and participates in pre-closing, closing, pre-occupancy, and post-closing transfer discussions and meetings as appropriate.
- Uploads, prepares, reviews, circulates, processes closing related documents and communicates updates/issues as assigned.

- Interfaces with pre-closing, closing, and post-closing systems and portals including but not limited to shared drives and SharePoint.
- Provides program/funding source/system informational and technical assistance, guidance, and direction to internal staff as well as property owners/agents.
- Serves as primary point of contact and relationship manager between developers/owners/agents and Asset Management department during pre-closing, post-closing, and ending with post-closing transfer process.
- Proactively communicates with the property developer/owner/manager regarding closing issues, compliance requirements, options and deadlines for resolution.
- Performs other duties and handles other special projects/initiatives as assigned.

Education and Experience Requirements:

- Bachelor's degree preferred. High school diploma or equivalent required. Experience may be substituted for education at the discretion of the Asset Management department.
- At least 2 years' experience conducting asset management/operational compliance administration for Federally-financed affordable housing developments preferred. Multifamily housing experience preferred. Familiarity with real estate closing process preferred.
- 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.
- Certified Occupancy Specialist (COS), Tax Credit Specialist (TCS), Blended Occupancy Specialist (BOS), Management and Occupancy Review Specialist (MOR), Housing Credit Certified Professional (HCCP) training desired (ideally completed within one year or earliest available date, whichever is later).

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=452579&source=CC2&lang=en_US

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