

Position Title: Chief Administrative Liaison
Department: Executive

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: The Chief Administrative Liaison will provide high level support to top management, employees and stakeholders engaged in projects of high importance and will provide direct support to the Executive Director. The Chief Administrative Liaison will assess the agency's program activities and operations and assist in implementing process changes necessary to increase operational efficiency. With the assistance of relevant departments, will on occasion spearhead new initiatives to be implemented by agency departments. The Chief Administration Liaison must be able to establish rapport at all levels of the organization and be able to lead and direct the work of others, as well as provide oversight and guidance to senior Authority staff in pursuit of the mission of the Authority. A wide degree of latitude and creativity is expected. It is expected that the incumbent would be able to fulfill the responsibilities of the position with a high degree of initiative and independence.

Essential Functions:

- Identify operational areas of concern and work with relevant Authority senior staff to develop appropriate operational or policy changes necessary to increase the efficiency of Authority operations.
- Make recommendations of new policy initiatives or help implement policy initiatives making them more effective. Guide and assist program directors and managers in defining program scope; developing program model, goals, and deliverables; assessing regulatory and budgetary impact; identifying performance metrics and evaluation criteria.
- Assist in implementing adopted policies by recommending updates to existing program structures and recommending new policies.
- Assist Authority Departments in producing projections, summaries, and other documents as necessary for the Executive Department. Develop and implement departmental and organizational metrics.
- Provide direct support to the Executive Department including strategic advice and assist in managing the daily operations.
- Draft necessary documents to illustrate the work of the Authority operations. Communicate with other agencies of government or other needs as defined by the Executive Director.
- Provide the Executive Department with ongoing information regarding Authority operations, including funding levels, grantee performance, program results.

- Manage a variety of tasks in a fast-paced environment and direct other Authority staff towards a common goal.
- Other related duties as assigned.

Education and Experience Requirements:

Undergraduate degree in Business, Finance or Economics, City Planning, Urban Affairs or other related subject is required. A college degree preferred with at least 10 years of related executive level work. Experience in project management, program operations, change management and leading teams of professional staff is highly desired. Affordable housing, community development, and State government experience a plus. Excellent administrative, communication skills and proficiency in Microsoft Word, Excel, PowerPoint, and Visio required. A high degree of initiative and independence is expected. Autonomy and creativity are a must. Spearheading new initiatives and implementing process changes is a necessity.

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&cclid=19000101_000001&jobId=454386&source=CC2&lang=en_US

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