

Position Title: Manager – 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 position is housed within the following group:

Portfolio Analysis: Under the direction of the Assistant Director – Portfolio Analysis, the Manager- Portfolio Analysis ensures financial viability of properties through financial analysis, insurance and reserves administration, and loan servicing. Proactively identifies and responds to portfolio risks through an array of intervening measures including restructuring of ownership, management, and/or financing.

Essential Functions:

- Conceptualizes and implements proactive strategies to resolve properties and portfolio financial compliance issues.
- Participates in pre-closing, closing, pre-occupancy, and post-closing discussions and meetings as appropriate.
- Participates in regular loan monitoring, watchlist, delinquency meetings as appropriate.
- Researches and pursues financial compliance and portfolio analysis resources and partnerships.
- Assists with planning, development, and distribution of annual compliance package.
- Analyzes risk and regulatory requirements to develop and maintain a schedule of and assignments for required financial compliance activities in coordination with Assistant Director – Portfolio Analysis and Servicing.
- Informally pairs Financial Analysts with a compliance group for each project inclusive of an Asset Manager, Compliance Analyst, and Physical Inspector assigned to the same portfolio of projects.
- Plans, schedules, coordinates, and leads regular loan monitoring, delinquency, watchlist, and other risk management meetings and disseminates related information/data in coordination with Portfolio Risk Management group.
- Serves as a liaison for financial auditors and audits as requested and in cooperation with Executive group.
- Appropriately refers troubled properties to the Portfolio Risk Management group.
- Plans, schedules, coordinates, and leads regular financial compliance meetings.
- Performs other duties and handles other special projects/initiatives as assigned.

Education and Experience Requirements:

- Bachelor's degree required. Master's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.
- Preferred experience conducting financial or data analysis for Federally- financed affordable multifamily rental housing developments. At least 3 years of supervisory experience required.

- 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 with advanced Excel skills required.

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/life insurance plans
- Short/long term disability
- Tuition reimbursement
- 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=459896&source=CC2&lang=en_US

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