

Position Title: Grant Manager, Financial Planning & Analysis
Department: Finance

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: Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking a Grant Manager to build upon their 50+-year leadership in housing finance. IHDA has financed 250,000+ units of affordable housing for both multifamily developments and single-family homeownership opportunities, in every county of the State.

Under the guidance of the FP&A Senior Staff, the Grant Manager is strategic in planning, administration, and management of government grants ensuring grant agreement completion, compliance, access, and efficient grant utilization. This role involves grant effectuation, monitoring, reporting, and closeout activities. The role involves collaboration with internal and external stakeholders to achieve the Agency's goals and department and/or program objectives. A successful candidate would also be responsible for participating in IHDA's budgeting, planning, forecasting, strategic business assessments, and ongoing financial reporting and analysis. This person will collaborate with Senior department staff, department cohorts, and others across the organization to create, prepare, monitor, and report under various enterprise activities and programs. He or she will be responsible for managing the government grant fund draw process pursuant to the cash flow needs of the Agency and program teams.

Essential Functions:

- Grant Program Management: Participate in the development and implementation of grant funded programs and initiatives.
- Ensure adherence to grant guidelines, regulations, and reporting requirements.
- Manage the entire grant lifecycle, from appropriation to post-award compliance.
- Appropriation/Application Process: Assist internal stakeholders in understanding grant requirements and guidelines. Gather, review, and help prepare grant agreements, proposals, and more.
- Budget Management: Monitor and manage grant budgets ensuring responsible and efficient fund allocation. Initiate invoicing, draws, or alternative request for grant funds to ensure IHDA meets the funding needs of the approved/eligible programs. Record, track, and report on expenditures under various appropriations/grants.
- Stakeholder Collaboration: Collaborate with internal and external stakeholders to foster relationships to enhance the success of the grant process and grant programs.
- Compliance and Reporting: Support the Compliance and Reporting team, and others, to ensure we meet compliance and reporting standards. Prepare and submit regular reports reflective of grant activity and balances to internal and external stakeholders.
- Training and Support: Provide guidance and training to peers and program departments on grant funds availability, grant program tracking, and more.
- Risk Management: Identify and mitigate potential risks associated with agreement deadlines, funds availability, and grant processing.

- Document and Recordkeeping: Maintain grant documentation and tracking to aid the Authority in responding to audits and/or internal/external financial and administrative reviews.
- Lead regular interagency coordination and communication related to appropriation/grant status, funds availability, milestones, deliverables, and performance measures.
- Aid in the development of government grant management training plans.
- Assist senior staff and/or other departments with various financial budgeting and analysis projects.
- Other duties as assigned by the FP&A Department Director.
- Support standardization and automation of processes and technology within the department.

Education and Experience Requirements:

- Bachelor's degree in accounting, finance, Public Administration, or related field.
- Previous experience in government grant management or similar role preferred.
- Knowledge of grant agreement, regulation, policies, and compliance requirements preferred.
- Proficiency in Microsoft Office Suite.
- Attention to detail, well-organized, and deadline driven.
- Ability to work collaboratively and independently. Ability to prioritize tasks, work on multiple assignments, and handle ambiguity.
- Strong analytical and problem-solving skills.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

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=464194&source=CC2&lang=en_US

EOE