

Position Title: Special Assistant to the Executive Director
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 Special Assistant will provide support for the execution of all administrative and support functions for the Executive Department with primary responsibility for the Executive Director. Reporting directly to the Senior Executive Coordinator, this position requires excellent organizational and calendaring skills and a high degree of initiative and reliability. Must have the ability to rapidly acquire knowledge of the department, the ability to work in environments that require a high degree of confidentiality, and high-level multi-tasking. The ability to form productive relationships with IHDA's outside partners is required. Must have excellent verbal and written communication skills.

Essential Functions:

- EMAILS
 - Review Executive Director's emails, at least, twice a day. Mark emails, at least once a day, when signatures are required or follow up is needed.
- CALENDARS/SCHEDULING
 - Take calls and schedule requests for the Executive Director. Similar functions for Deputy Director, and Chief of Staff as back up.
 - Maintain Executive Director's contacts, making sure they are current and complete.
 - Ensure that the Executive Director has the necessary background material for each meeting. Attend meetings with Executive Director as needed.
 - Review calendar with Executive Director on a weekly basis, at a minimum.
 - Complete occasional correspondence on behalf of Executive Director.
 - Complete occasional special requests by Executive Director.
 - Identify restaurants and other meeting places for Executive Director's meetings outside of the office.
 - Handle hotel and travel arrangements for Executive Director and other Executive staff on a backup basis.
- LOAN COMMITTEE Meeting (on a backup basis)
 - Put the Loan Committee package together with agenda on Friday mornings.
 - Copy the Loan Committee packets for Executive staff and distribute them by close of business day, on the Friday prior to the meeting.
- AFFORDABLE HOUSING TRUST FUND (on a backup basis)
 - Maintain roster of members with term dates and other relevant information.
 - Put Committee packet together one week before the meeting date.
 - Prepare Trust Fund Minutes.
 - Liaison with Governor's Office for getting new members approved.
- MISCELLANEOUS ITEMS (on a backup basis)
 - Occasional travel and driving may be required across the State.
 - Serve as a liaison with Information Technology and the Executive Department.

Education and Experience Requirements:

- A college degree preferred with at least 3-5 years of related executive level work.
- Affordable housing, community development, and/or State government experience a plus.
- Excellent administrative, communication skills and proficiency in Microsoft Word, Excel, PowerPoint, and Visio required.
- A high degree of initiative, follow up and follow through, and independence is expected.
- Autonomy and resourcefulness are required.
- Confidentiality and discretion are a must.

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=469878&source=CC2&lang=en_US

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