

Position Title: Content & Marketing Specialist
Department: Communications

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: Reporting to the Manager of Strategic Communications, the Content & Marketing Specialist will assist in creating effective messaging, with a special focus on writing. This position assists in creating communications for IHDA's various audiences through mediums including but not limited to websites, e-newsletters, social media, print publications, speeches, and presentations. The Content & Marketing Specialist also supports the Manager by working with Authority departments to gather necessary information and research related to IHDA developments and community matters. In addition, collaborates with outside partners on upcoming events involving IHDA and necessary follow-ups. Must have the ability to take complex topics and simplify for specific audiences, apply feedback and edits into projects, and manage multiple assignments while staying on deadline.

Essential Functions:

- Under the direction of the Manager of Strategic Communications, produce engaging content for various internal and external audiences and for various mediums.
- Collaborate with internal departments to gather information and research related to Authority developments, Illinois communities, and other IHDA related matters.
- Write, review, and edit various types of content for grammar, clarity, consistency and fact-check any data referenced.
- Ensure all written and visual communications reflect IHDA's brand, voice, and follow the Agency's style guide.
- Assist the Manager on specialty reports and publications including the Biennial Report in addition to any other writing assignments.
- Collaborate with the Web & Social Media Coordinator to create engaging and relevant written content for posts across various social media channels.
- Assist in updating and creating website content to ensure online standards are followed and continuity of messaging.
- Assist in selecting imagery and graphics to match content and messaging created.
- Key member in managing the Digital Asset Management system for the Authority, appropriately tagging and filing imagery and video content.
- Under the direction of the Manager, work with outside development partners in coordinating IHDA's role in upcoming ribbon cuttings and groundbreakings.
- Additional duties as assigned.

Education and Experience Requirements:

Bachelor's degree in Communications, Journalism, Public Relations, English, or a related field and 5 or more years of experience. Experience with Microsoft Suite, especially PowerPoint. Design skills a plus. Proven experience in professional writing (e.g., previous internships or work experience in communications) Strong time management and ability to work under tight deadlines while managing multiple projects. Excellent attention to detail and organizational skills. Ability to work independently or in a team.

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.
- Salary range: \$69,488-\$86,860

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 by April 30, 2025 to:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&source=LI&selectedMenuKey=CareerCenter&jobId=500400>

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