

Position Title: Executive Assistant / Project Coordinator

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: The Executive Assistant/Project Coordinator provides high-level administrative support to the Chief Financial Officer ("CFO") through the performance of administrative functions as well as business analyst, and project management functions for the Finance Department. Duties will also include, but are not limited to, certain functions related to financing activities and the gathering and preparation of materials for Committee and Board meetings, the development of project presentations for the CFO, and coordinating meetings and deliverables for CFO-led IHDA wide initiatives.

Essential Functions:

- Provide broad executive administrative support to the CFO and Finance Department.
- Perform CFO office project management activities including but not limited to:
 - Managing and scheduling team and status meetings,
 - Timeline and deliverables tracking,
 - Documenting progress for read-out/update purposes.
- Complete complex projects/assignments.
- Prepare reports, slide decks, memos, letters, etc.
- Conduct research, compile data, and prepare documentation for consideration and presentation by or to executives, committees, and board of directors.
- Develop project plans and oversee project-based work.
- Act as Finance department timekeeper.
- Schedule management for CFO, DCFO, and other Finance department management.
- Coordinate, consolidate, and manage collection of materials for Finance Committee, and other committee or agency meetings, including but not limited to:
 - Drafting, collecting, and/or consolidating meeting presentations and advance package materials,
 - Managing and recording meeting minutes.
- Travel coordinator, expense reporting, and records management.
- Other support activities needed in the CFO office and to achieve global Authority initiatives.
- Department go-to person
- Additional duties as assigned.

Education and Experience Requirements:

- High school degree or equivalent required.
- 5+ years of relevant executive assistant work experience required.

- At least 2 years supporting corporate-level executives or senior leadership, ideally in finance, corporate, or government environments preferred.
- Bachelor's degree in business administration, communications, finance, or related field preferred.
- Proven track record of handling confidential information, calendar management, board prep, and executive correspondence preferred.
- Exceptional analytical skills, including the ability to assume responsibility for project deliverables with minimal supervision.
- Strong written and verbal communication skills. Ability to communicate effectively and build relationships with all levels of management and internal/external partners.
- Proficiency in MS Office Suite, especially Excel, Outlook, Teams, and PowerPoint. Comfortable with virtual meeting platforms (Teams, Zoom, etc.).
- Highly organized with demonstrated multitasking ability. Able to work independently and demonstrate initiative.
- Oracle, JDE, and other financial system experience.
- Project management experience.

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 to:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&source=LI&selectedMenuKey=CareerCenter&jobId=504491>

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