

Position Title: Senior Project Manager
Department: Information Technology

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 Senior Project Manager (PM) will have extensive experience and demonstrable knowledge of managing, directing, and planning multiple projects (ranging from small to complex) consisting of one or more application development or application deployment project teams and/or vendors. The PM will be responsible for developing project plans, coordinating, scheduling, and assigning project tasks, managing resource plans, and maintaining working relationships with individuals across IHDA, our external customers and our vendors.

Essential Functions:

- Formulates, tracks and evaluates project plans, resource plans, schedules and budgets.
- Manages and directs one or more project teams to meet project objectives.
- Manages project timelines for application releases.
- Monitors progress of assigned projects and tracks roadblocks.
- Allocates staff and budget resources to meet changing organizational needs.
- Identifies and negotiates schedules, milestones and resources required to meet project objectives.
- Organizes and guides project operations using best practice methodologies.
- Evaluates and reports progress in terms of best practice quality and performance metrics.
- Works with client departments to coordinate systems testing, installation, training, and support.
- Provides input for employee evaluations/reviews.
- Manages balancing team resources to ensure coverage for duration of project and on-time delivery.
- Coordinates production support incidents and work requests with our IT teams and vendors to ensure they are resolved in a timely manner to meet our commitments to the business
- Keeps informed of technical, managerial and process trends and best practices in IT.
- This position will interact with departmental staff and all levels of management to fulfill their day-to-day responsibilities, so it is important to possess excellent communication, time management, organizational and interpersonal skills. The ability to effectively multitask will be important.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelor's degree required, with at least 7 years of project management experience including varying levels of complexity, matrixed teams and experience with software development, software integration, implementation and maintenance projects and support.
- Infrastructure project management experience is a plus.
- Excellent organizational and communication skills and ability to multitask.
- Ability to work in a matrix-managed environment.
- Proficient in entire Microsoft suite of applications including Visio and Project.

- This position places heavy emphasis on attention to detail, communications, coordination, teamwork, and quality of work performance. PMP certification desired.

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: \$94,998 - \$118,747

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=506984&source=CC2&lang=en_US

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