

**Position Title:** Staff Counsel/FOIA  
**Department:** Legal

**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:** Represents the Authority in basic legal matters. Handles real estate closings for grants, small senior position loans and subordinate loans with less complex structures. Assists with Asset Management legal issues. Conducts research and assists on matters assigned by and under the direction of a Supervising Senior Counsel, the Deputy General Counsel or the General Counsel. Serves as the Authority's FOIA officer.

**Essential Functions:**

- Responsible for closing basic loans and grants. Drafts and negotiates loan and grant documents and reviews and approves all due diligence submitted by grantees and borrowers.
- Represents the Authority with legal issues related to asset management on previously closed loans and grants, including, but not limited to, workouts, foreclosures, transfers of physical assets and loan and grant modifications. May be required to appear in court on matters pertaining to foreclosures, mechanics liens, fair housing, and building code violations.
- Responsible for advising Authority staff on issues arising under the administrative law areas of, including, but not limited to, freedom of information, procurement, ethics, open meetings, and administrative procedures.
- Handles transactions involving only federal and state tax credit allocations.
- Responsible for drafting and negotiating contracts.
- Serves as the Authority's FOIA Officer in close consultation with one or more of the Authority's Associate & Corporate Counsel personnel. Receives and responds to requests for information of public record using multiple resources and streams of data to research and locate relevant information. Resolves information requests within the required timeframes and where appropriate, requests extensions in writing. Assesses whether the magnitude information requested proves burdensome in adherence with the State of Illinois Freedom of Information guidelines. Maintains and updates log of all FOIA requests. Prepares and maintains statistical and narrative work activity reports.
- Responsible for conducting research and assisting on other matters as assigned by a Supervising Senior Counsel, the Deputy General Counsel or the General Counsel.
- Additional duties as assigned.

**Education and Experience Requirements:**

- B.A. or B.S., or equivalent, and a J.D.
- Must be an attorney licensed to practice law in the State of Illinois, in good standing.
- Minimum of one year of experience in real estate law and/or contract law.
- Affordable housing experience is desired.

*Physical Requirements:* Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task 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: \$94,997.50 - \$118,746.88

**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&ccId=19000101\\_000001&jobId=517045&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=517045&source=CC2&lang=en_US)

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