

Position Title: Assistant Director – Contract Administration
Department: Asset Management

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 Assistant Director – Contract Administration provides leadership and operational oversight for key Asset Management functions supporting IHDA-assisted developments. This role ensures effective regulatory compliance, program support, physical inspection coordination, portfolio risk mitigation, and enterprise-level contract administration. The Assistant Director directly manages the Contract Administration Team and ensures alignment across Preservation operations through coordination with the Manager – Preservation and Manager – Physical Inspection. The Assistant Director also represents IHDA in Section 811/SRN external forums as a subject matter expert, advancing program compliance, policy alignment, and preservation strategy.

Essential Functions:

- Strategic Leadership and Regulatory Oversight:
 - Provide strategic leadership in analyzing inspection data from 800–1,000 developments annually, elevating critical issues, identifying portfolio-level trends for watchlist consideration, and guiding senior leadership in prioritizing risks and preservation efforts.
 - Provide strategic leadership in analyzing risks and potential process improvements related to program administration for efficiency, risk management controls over a portfolio of developments that receive rental subsidy.
 - Partner with internal departments, such as Multi Family Finance and Strategic Response Unit (SRU) departments, as appropriate, to ensure contract and execution of contract updates.
 - Provide regulatory oversight across program administration functions including rental assistance contract processing, compliance, inspections coordination, and portfolio oversight.
 - Maintain relationships with HUD, USDA Rural Development, state partners, and external stakeholders to ensure effective program administration and information sharing.
 - Promote a collaborative, solution-oriented, high-performance work environment.
- Procurement & Risk Management:
 - Serve as the department liaison for new procurements, contract amendments, and contract renewals, partnering with Procurement, Legal, and business units within Asset Management on scope development and approval processing.
 - Oversee procurement-related risk management, including:
 - Vendor performance monitoring and payment approval
 - Contract compliance assessments
 - Risk identification and mitigation tied to vendor-dependent operations
 - Development of exception reports and quality control protocols
- Program Compliance, Reporting & Operations Support:
 - Lead contract administration in a highly regulated/government environment, ensuring adherence to state and federal procurement requirements, IHDA policies, and meticulous documentation standards.

- Supervise the compliance functions for Section 811, SRN, Mod-Rehab, and other IHDA rental assistance programs including performance management, quality control, workflow design, training, and capacity planning.
- Provide guidance on relocation plan reviews, Preliminary Project Assessments and Full Application documentation, and rental assistance contract approvals.
- Establish and enforce management procedures for physical inspection scheduling, NSPIRE/REAC compliance, training requirements, and quality assurance requirements.
- Guide cross-team coordination for risk identification, data review, and operational troubleshooting.
- Ensure accurate production of reporting dashboards, audit documentation, HUD-required program reports, and internal management reports.
- Serve as a liaison for internal and external audits, with responsibility for implementing corrective action plans and policy improvements.
- Support appropriate referrals to Portfolio Risk Management for troubled or at-risk properties.
- Lead or support special projects and agency priorities as assigned.
- Additional duties as assigned.

Education and Experience Requirements:

- Education: Bachelor's degree in business, real estate, finance, public administration, or a related field required; master's degree preferred.
- Experience: 7–10 years of experience in affordable housing, compliance, asset management, physical inspections, or related fields.
- Minimum 5 years of supervisory or management experience.
- Experience in public-sector procurement, contract administration, and risk management strongly preferred.
- Familiarity with Section 811, SRN, Mod-Rehab, LIHTC, HOME, Tax Exempt Bonds, and associated compliance programs desirable.
- Proficiency with Microsoft Office Suite and relevant compliance, inspection, or contract management systems.
- Knowledge of NSPIRE or other physical inspection standards preferred.
- Certifications such as COS, BOS, CPM, NSPIRE/REAC training preferred; required certifications must be achieved within one year if not already held.
- Valid driver's license and access to a personal vehicle with appropriate insurance.
- Ability to travel 5–10% annually.
- Ability to perform physical activity associated with on-site inspections or project visits.

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: \$131,761.15 - \$164,701.44

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=518794&source=CC2&lang=en_US

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