

Position Title: Program Officer
Department: Community Affairs

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 Community Affairs Department manages a portfolio of programs that help build financially stable households and communities. The team works with external partners including units of local governments, HUD-certified housing counseling agencies, land banks, community action agencies, and regional planning commissions. Staff also collaborate across IHDA to help design new program initiatives.

The Program Officer supports current and future Community Affairs funding programs. Main duties include reviewing applications, making funding recommendations, preparing reports, building partner relationships, providing support, improving programs, ensuring compliance, processing payments, and training partners. This role requires strong skills, initiative, and reliability.

Engage applicants and partners by communicating clearly and professionally about program requirements, eligibility, and payment processes. Bring strong communication skills to every interaction. Confidently interpret and apply policies, contributing positively to all related duties.

Essential Functions:

- Analyze program partner files, documents, and applications. Review and make recommendations on project eligibility based on application and/or program criteria and requirements. Maintain confidentiality and professional discretion through the review and approval process.
- Manage a portfolio of grantees, including building relationships with program partners, providing coaching to address challenges, and ensuring grantees can meet performance goals.
- Over time, develop in-depth program knowledge and serve as a subject matter expert and trainer on the program for partners.
- Review and score partner applications for funding. Participate in team discussions on funding recommendations.
- Analyze programmatic policies and procedures, and collaborate with the team and management to develop, write, and implement improvements. Perform research as needed to support those efforts.
- Develop content and supporting materials for webinars and present the material to program partners and applicants.
- Process, review, and approve the submission of payments to program partners.
- Prepare memos and associated exhibit materials on program matters for Board and make presentations for Board approval.
- Develop, write, and edit supporting materials for programs including, manuals, checklists, forms, summaries, and other documents.
- Conduct desk and on-site monitoring reviews; ensure proper documentation exists in client files.
- Assist with occasional client concerns as needed.
- Assist with the design and implementation of new programs as needed.
- Collaborate and assist with other Community Affairs projects as needed.

- May be responsible for attending outreach events as needed.
- Perform other duties as assigned.

Education and Experience Requirements:

- Bachelor's degree in Public Administration, Public Policy, Urban Planning, Political Science, Business Administration, Finance, or related field, or minimum of five years' experience in a related field.
- Experience in grant and program management preferred.
- Excellent written and verbal communication skills, including presentation skills
- Strong analytical skills and problem-solving skills.
- Strong relationship-building skills.
- Highly organized, efficient, self-motivated and detail-oriented.
- Excellent computer skills, including Microsoft Office and proficiency with or willingness to learn systems such as Monday.com and JotForm.
- Highly effective interpersonal skills including demonstrated ability to work cooperatively with a variety of staff and external partners from various fields of interest.

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: \$60,088.93 - \$75,111.16

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=520055&source=CC2&lang=en_US

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