

Position Title: Deputy Director, Human Resources
Department: Human Resources

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 Deputy Director, Human Resources is responsible for the day-to-day operations of the Human Resources Department and assists in the strategic planning, development, implementation, and administration of the Authority's human resources programs and initiatives. Serving as a strategic business partner to Authority leadership, this position works closely with the Director, Human Resources to identify organizational and departmental needs, develop action plans, and implement solutions that support the Authority's goals. The Deputy Director oversees key operational functions, including payroll administration, onboarding, front desk operations, employee development programs, and the Education Assistance Program, while supporting the development and administration of HR policies, procedures, and programs. This position also oversees departmental procurement activities and may require occasional travel to training sessions or local conferences.

Essential Functions:

- Assists in the planning, development, implementation and administration of the Authority's human resource management programs, including payroll, onboarding, employment development, equal employment opportunity, and training programs. Provides recommendations regarding HR policies, programs, and operational improvements.
- Provides oversight of all payroll administration functions, including the accurate and timely processing of semi-monthly payroll, payroll tax filings and remittances, year-end reporting (including Forms W-2, 1095-C, and other required filings), and compliance with applicable federal and state regulations.
- Serves as the primary HR contact for coordinating internal and external audits and ensuring timely completion of audit requests and corrective actions.
- Administers the Authority's Education Assistance Programs (Education Benefit Program and Tuition Reimbursement Program), including program oversight, employee guidance, eligibility review, and coordination of approval processes.
- Assists Director, HR with the development and management of the HR budget and supports the department in meeting established financial goals.
- Contributes to the development, revision, implementation, and administration of the Authority policies, procedures, and HR initiatives.
- Partners with Information Systems/Technology to support HR systems, troubleshoot system-related issues, and implement process improvements as needed.
- Assists Executive Leadership with the planning, coordination, and execution of special training programs, leadership development initiatives, and other organizational activities as assigned.
- Additional duties as assigned.

Education and Experience Requirements:

- Bachelors degree in Human Resources, Business Administration, Organizational Development or a closely related field required. A master's degree and/or professional HR certification (SHRM-SCP, SHRM-CP, SPHR, or PHR) is preferred.

- 7 -10 years of human resources experience, including payroll administration, employee relations, HR operations, policy development, and employee training. At least three (3) years of supervisory or management experience is required.
- Excellent written and oral presentation skills. Requires excellent interpersonal skills.
- Extremely proficient with Microsoft Office 365 and related program software.

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
- Access to Personal Vehicle: Required along with appropriate insurance.
- Frequency of Travel: Infrequent – 5-10% annually.
- Salary: \$111,503.84 - \$139,379.80

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=523895&source=CC2&lang=en_US

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