

Position Title: Executive Assistant to the Executive Director
Department: Executive

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 Illinois Housing Development Authority (IHDA) is seeking a highly organized, proactive, and resourceful Executive Assistant to the Executive Director to provide high-level administrative and operational support to the agency's executive leadership.

This position plays an important role in keeping the Executive Office running efficiently, managing competing priorities, coordinating communications, and ensuring critical initiatives move forward. Serving as a trusted partner to the Executive Director, the Executive Assistant will work closely with senior leadership, government officials, external stakeholders, and teams across the organization.

The ideal candidate is a strategic thinker and exceptional problem-solver who thrives in a fast-paced environment, anticipates needs before they arise, and brings professionalism, discretion, and sound judgment to every interaction.

This is an opportunity to work at the center of an organization dedicated to expanding access to affordable housing and strengthening communities throughout Illinois.

What You'll Do:

- **Provide strategic executive support:** Manage the Executive Director's complex calendar, coordinate meetings, prioritize competing requests, and ensure time and resources are aligned with organizational priorities.
- **Drive organization and follow-through:** Track action items, monitor deadlines, coordinate follow-up communications, and develop efficient systems to keep projects and commitments moving forward.
- **Coordinate executive communications:** Draft, edit, and prepare professional correspondence, memoranda, presentations, briefing materials, and other executive-level documents.
- **Serve as a key point of contact:** Facilitate communication between the Executive Director, senior leadership, government officials, community partners, and external stakeholders while ensuring inquiries are handled appropriately.
- **Prepare for high-level meetings:** Gather relevant information, organize meeting materials, coordinate logistics, and ensure the Executive Director is prepared for important discussions and decisions.
- **Support strategic initiatives:** Conduct research, gather and analyze information, and assist with special projects related to affordable housing, public policy, and agency operations.
- **Coordinate travel and events:** Manage travel arrangements, itineraries, site visits, executive meetings, and stakeholder events to ensure seamless execution.
- **Support executive operations and governance:** Partner with the Executive Coordinator to maintain efficient Executive Office workflows and provide backup administrative support for Board of Directors meetings and related activities.
- **Identify opportunities for improvement:** Recommend tools, processes, and organizational solutions that enhance efficiency, communication, and coordination across the Executive Office.

Required Qualification:

- Bachelor's degree in Business Administration, Public Administration, Political Science, Communications, or a related field; equivalent professional experience will also be considered.
- 3–5 years of progressively responsible experience providing direct administrative support to senior executives, C-suite leaders, corporate officers, or agency heads.
- Advanced proficiency in Microsoft 365, including Outlook, Word, Excel, PowerPoint, Teams, and SharePoint.
- Demonstrated experience managing complex executive calendars, coordinating meetings, and balancing multiple priorities in a fast-paced environment.
- Exceptional written and verbal communication skills, with strong attention to detail and the ability to prepare polished, professional documents.
- Strong organizational, analytical, and problem-solving skills, with a demonstrated ability to anticipate needs and take initiative with minimal direction.
- Ability to build effective working relationships with executive leadership, internal teams, and external stakeholders.
- Demonstrated discretion, sound judgment, and professionalism when handling confidential or sensitive information.
- Ability to adapt to changing priorities while consistently meeting deadlines and maintaining a high level of accuracy.

Preferred Qualifications:

- Experience supporting executive leadership within a government agency, public-sector organization, or complex corporate environment.
- Experience working across multiple departments or within a matrixed organizational structure.
- Familiarity with corporate governance, Board of Directors operations, or executive-level administrative processes.
- Experience conducting research, synthesizing information, and developing executive presentations or briefing materials.
- Proficiency with secure document management systems and digital collaboration tools.
- Familiarity with affordable housing, public policy, community development, or government relations.

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: At IHDA, we value our employees and offer a competitive compensation and benefits package designed to support your professional growth, health, and well-being.

- **Competitive Salary:** \$69,487.71 – \$86,859.64 annually.
- **Hybrid Work Arrangement:** Enjoy the flexibility of our current hybrid work schedule. Candidates must reside in Illinois at the time of hire.
- **Paid Time Off:** Generous paid time off and paid holidays.
- **Comprehensive Insurance:** Medical, dental, vision, and life insurance coverage.
- **Disability Coverage:** Short- and long-term disability benefits.
- **Retirement Savings:** 401(k) plan with immediate vesting.
- **Professional Development:** Tuition reimbursement to support continued learning and career growth.
- **Additional Benefits:** Flexible spending accounts and potential eligibility for federal student loan forgiveness programs.

Additional Position Requirements

- **Travel:** Infrequent, approximately 5–10% annually.

- **Transportation:** Access to a personal vehicle with appropriate insurance is required.

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=525079&source=CC2&lang=en_US

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