Position Title: Paralegal
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: The Illinois Housing Development Authority (IHDA) is seeking a detail-oriented and highly organized Paralegal to join our Legal Department. This position plays an important role in supporting IHDA's mission of expanding affordable housing opportunities throughout Illinois.

Reporting to the Managing Paralegal, the Paralegal will assist legal counsel with multifamily real estate closings and single-family loan and grant transactions. This position is responsible for coordinating due diligence submissions, reviewing and preparing legal documentation, managing digital closings, and tracking closing and post-closing requirements. The Paralegal will also provide legal and administrative support across various business units.

The ideal candidate is a strong communicator who is comfortable working with digital platforms, managing multiple transactions, and collaborating with attorneys and internal stakeholders.

What You'll Do:

- Coordinate and manage due diligence submissions for multifamily real estate transactions and single-family loan and grant transactions.
- Collect, organize, and conduct initial reviews of legal and real estate documentation, including title commitments, surveys, searches, corporate organizational documents, and resolutions.
- Monitor and communicate the status of due diligence requirements to assigned attorneys.
- Coordinate real estate closings through digital platforms, ensuring required documentation is collected, organized, and properly maintained.
- Prepare Uniform Commercial Code (UCC) filings and verify required transaction submissions and approvals.
- Manage and track closing and post-closing submissions to ensure complete transaction files.
- Prepare and distribute single-family loan and grant closing documents, including promissory notes, mortgages, recapture agreements, and closing instructions.
- Review title commitments in preparation for drafting closing instructions.
- Assist legal counsel with matters involving contracts, corporate governance, administrative law, regulatory compliance, procurement, ethics, and Freedom of Information Act (FOIA) requirements.
- Prepare and assemble digital closing binders.
- Provide ongoing support to attorneys and other legal staff in the day-to-day operations of the Legal Department.
- Perform other duties as assigned.

Required Qualifications:

- Associate's degree or equivalent.
- Excellent written and verbal communication skills.
- Ability to effectively utilize digital platforms to manage real estate closings and legal documentation.

Preferred Qualifications:

- Bachelor's degree.
- Paralegal certificate.

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 - $87,859.64 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.

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=526383&source=CC2&lang=en_US

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