

Position Title: Asset Management Intern
Department: Asset Management

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.

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.

Summary: The Asset Management department ensures effective and efficient program administration and long-term compliance for Illinois' most extensive affordable multifamily rental housing portfolio. This work encompasses physical, financial, and operational compliance oversight for properties that utilize various financial instruments, including debt, equity, and operating subsidy. The department works in partnership with property developers, owners, managers, other funders, interagency groups, and stakeholders.

Join IHDA's Asset Management team as a summer intern and gain practical experience in the operations and strategic initiatives of a dynamic department. This internship offers valuable exposure to real estate and housing management, policy development, and strategic planning. We seek a motivated undergraduate or graduate student for a full-time, hybrid summer internship in 2025. As an intern, you will contribute to developing operational support for the department while deepening your understanding of affordable housing and organizational strategy.

Learning Objectives:

- Develop an understanding of Asset Management operations within a housing finance agency.
- Gain experience in policy development, strategic planning, project management, and process improvement.
- Build skills in collaboration, research, and digital tools to support operational excellence.

Responsibilities:

1. Gain Exposure to Department Operations:

- Learn the structure, functions, and scope of IHDA's Asset Management department.
- Build an understanding of how the team supports IHDA's mission.

2. Engage in Professional Development:

- Participate in internal and external meetings to improve understanding of industry practices.
- Forge professional connections within IHDA and with external stakeholders.

3. Learn about and Review Policies and Procedures:

- Inventory and catalog the department's existing policy and procedure documentation.
- Compare current policies and procedures against process map documentation to identify outdated or incomplete areas.

4. Assist with Strategic Plan Implementation:

- Assist in consulting with team members to identify short- and long-term priorities.
- Collaborate on aligning departmental goals with Asset Management's Strategic Plan.

5. Special Project: Policy Update Initiative

- Develop and refine a timeline for updating outdated policies and procedures.
- Research best practices and integrate feedback to create an effective ongoing review schedule.

6. Special Project: Digital Library Development

- Design and implement a digital library for department policies and procedures using modern technological solutions.
- Ensure the library is organized, accessible, and user-friendly.

Experience:

- Undergraduate Interns: Currently enrolled in a Bachelor's program, preferably in Business, Public Policy, Real Estate, Urban Planning, or a related field.
- Graduate Interns: Currently enrolled in a Master's program with a focus on Public Administration, Urban Planning, Business Administration, or a related field.
- Strong organizational, analytical, and communication skills.
- Interest in housing policy, real estate management, or nonprofit administration.
- Familiarity with document management systems or software is a plus.

IHDA's Summer Internship Program Highlights:

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

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=495598&source=CC2&lang=en_US

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