

**Position Title:** Assistant Director - Financial Planning & Analysis  
**Department:** Finance

**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:** Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions, is currently seeking an Assistant Director – Financial Planning & Analysis to build upon their 50+-year leadership in housing finance. IHDA has financed 250,000+ units of affordable housing for both multifamily developments and single-family homeownership opportunities, in every county of the State.

Under the guidance of the FP&A Senior Staff, the Assistant Director – Financial Planning & Analysis is responsible for leading IHDA's budgeting, planning, forecasting, strategic business assessments, financial modeling, and ongoing financial reporting and analysis. This person will collaborate with Senior department staff, department cohorts, and others across the organization to create, prepare, monitor, and report under various enterprise activities and programs. The Assistant Director of Financial Planning & Analysis will oversee the Authority's FP&A financial analyst(s) and prepare or assist in enhancing commentary around items such as detailed budget monitoring, compliance reporting, cost analysis, financial modeling, in addition to monthly financial program performance and impacts to overall enterprise performance. This role will be responsible to not only support, but more importantly drive, the strategic financial planning and analysis initiatives including budget and planning activities of the organization and ensure successful outcomes through support and financial analysis efforts for departments, providing the rationale, risks, and budget implication assessments that support IHDA's business decisions. The successful candidate will be responsible for developing and implementing comprehensive financial strategies, ensuring accurate budgeting, forecasting, and financial modeling, and providing valuable insights to support our growth and profitability.

**Essential Functions:**

- Team Leadership and Development
  - Lead, mentor, and develop a team of financial analysts to ensure timely and accurate financial analysis, modeling, and reporting.
  - Foster a collaborative environment, provide guidance in career growth, and ensure continuous skill enhancement.
- Budget Drafting and Coordination
  - Oversee the development and management of the annual budgeting process and any intra-year budget process, working closely with department heads and leadership to ensure budgets are aligned with financial and business objectives.
  - Drive the coordination of budget assumptions, consolidations, and reporting for internal and external stakeholders.
- Cost Analysis and Financial Control
  - Lead the creation, enhancement, and maintenance of dynamic financial models for forecasting, budgeting, and long-term financial planning.

- Ensure models are flexible to incorporate changing business conditions and deliver actionable insights to the leadership team.
- Financial Modeling and Forecasting
  - Lead the creation, enhancement, and maintenance of dynamic financial models for forecasting, budgeting, and long-term financial planning.
  - Ensure models are flexible to incorporate changing business conditions and deliver actionable insights to the leadership team.
- Scenario Analysis and Decision Support
  - Run detailed budget scenarios and sensitivity analyses to evaluate financial performance under various assumptions, advising senior leadership on risks and opportunities.
  - Provide clear recommendations based on scenario outcomes to guide strategic decision-making.
- Project Profit and Loss (P&L) Analysis
  - Provide in-depth analysis of project P&L performance, including revenue forecasting, margin analysis, and variance reporting.
  - Ensure alignment with company goals and identify opportunities for improving project financial impacts, timelines and outcomes.
- Data Analytics and Reporting
  - Develop, manage, and deliver comprehensive financial and operational reports to internal and external stakeholders.
  - Utilize advanced data visualization tools to present complex financial data in a clear, actionable format, supporting business insights and strategic objectives.
- Ad Hoc Financial Analysis and Insights
  - Drive continuous improvement in financial planning and analysis processes, leveraging technology and automation tools to streamline workflows, increase efficiency, and reduce manual effort.
- Cross-functional Collaboration and Communication
  - Partner with key departments to align on financial goals, share insights, and ensure accurate reporting.
  - Communicate complex financial concepts in a clear, understandable manner to non-financial stakeholders.
- Compliance Governance
  - Ensure financial practices and reporting comply with relevant accounting standards and internal financial controls.
  - Monitor and enforce adherence to financial policies and procedures.
- Strategic Goal Alignment and Execution
  - Collaborate with senior leadership to align financial planning and analysis activities with IHDA's long-term strategic goals.
  - Monitor progress against strategic objectives and provide actionable insights to help achieve key business outcomes.
- Assist senior staff and/or other departments with various financial budgeting and analysis projects.
- Other duties as assigned by the FP&A Department Director.
- Support standardization and automation of processes and technology within the department.
- Provide additional support as needed.

#### **Education and Experience Requirements:**

- Bachelor's degree in accounting, finance, or related field required.
- Master's degree in accounting, finance, data analytics, or related field preferred.
- Minimum of 7 years proven experience in financial modeling, financial planning, budgeting, analysis, and forecasting, with a minimum of 3 years in a leadership role.

- Strong analytical and strategic thinking skills.
- Advanced proficiency with Microsoft products and financial software and tools. Advanced expertise in Excel, Power BI, Tableau, or similar data visualization and reporting tools preferred.
- Experience with enterprise resource planning (ERP) systems, Oracle preferred.
- Advanced analytical techniques experience such as scenario analysis and trend analysis.
- Excellent communication and presentation abilities.
- Well-organized, detail-oriented, and deadline-driven.
- Ability to work independently, prioritize tasks, work on multiple assignments, and handle ambiguity.
- Ability to work efficiently in a fast-paced team setting.

*Physical Requirements:* Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks 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: \$131,761- \$164,701

**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&source=LI&selectedMenuKey=CareerCenter&jobId=499694>

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