



**PORTLAND HOUSING CENTER**

## **IDA Program Administrator**

### Job Description

**Summary:** The IDA Program Administrator is responsible for the overall implementation of the Portland Housing Center Individual Development Account matched savings program which promotes affordable homeownership for low/moderate income households in the Portland metropolitan area. Major responsibilities include IDA program work plan development, participant screening and tracking, account management, funds disbursement/tracking, compliance, and program evaluation and reporting.

**Supervisor:** Director of Homeownership Programs

#### **Program Planning and Delivery**

- Lead in the development and execution of IDA program work plan and goals, ensure alignment with broader agency goals, and consistently meet IDA enrollment and graduation targets.
- Serve as primary liaison with IDA funders, community partners, and financial institutions.
- Work in partnership with other departments to ensure efficient service delivery, positive customer relations, and financial accountability in the IDA program.
- Prepare and submit recurring reports to agency management and funders as required.
- Implement ongoing evaluation of the IDA program, including analysis of performance and trends, and implement measurable efficiencies in the IDA program.
- Write proposals for program funding.
- Work with funders to advocate for continued legislative support and funding.

#### **IDA Account Management and Funds Tracking**

- Work with partner financial institutions to open and close IDA accounts and maintain positive working relationships.
- Monitor participant account deposits and withdrawals, and ensure that these are accurately tracked in the IDA database.
- Ensure that IDA statements are available to staff and participants at least monthly and as needed.
- Process IDA disbursements requests, ensuring proper documentation.
- Coordinate with accounting department to ensure the appropriate allocation, disbursement and tracking of IDA funds.

#### **Compliance**

- Ensure compliance with relevant IDA statutes, rules and standard operating procedures.
- Screen applicants for IDA program eligibility per program and funder guidelines.
- Track IDA participants progress and maintain records in alignment with funder requirements.
- Ensure security of confidential client information.
- Ensure integrity of data in the IDA database.
- Ensure that IDA funds are used in compliance with applicable statutes and administrative rules.
- Receive a clean annual IDA program and fiscal review with no adverse findings.

**Skills and Experience Required:**

- Bachelor's degree and at least 3 years' experience in a relevant field
- High level of proficiency in Microsoft Word, Excel, PowerPoint and customer databases
- Experience working with Individual Development Accounts and/or the home buying process
- Experience in developing and managing operational systems
- Excellent written communication skills and experience in grant writing and contract reporting
- Ability to analyze income and other factors to determine applicant eligibility
- Exceptional organizational skills and attention to detail
- Demonstrated self-starter, who also works effectively with a team
- Passion for working with diverse socioeconomic populations
- Bilingual skills (Spanish/English) preferred

**Working Conditions:**

Portland Housing Center is an Equal Opportunity Employer; employment decisions are made without regard to race, color, creed, sex, national origin, religion, age, handicap, disability, sexual orientation, family relationship, marital status, political affiliation or any other reason prohibited by law.

The position is a full-time, grant funded position. Portland Housing Center provides a normal office environment. This job requires occasional travel to training locations as needed, and attendance at occasional evening and weekend meetings.

Updated: October 2018 - Exempt Position