IFA
ILLINOIS FINANCE AUTHORITY

160 North LaSalle St.
Suite S-1000
Chicago, IL 60601
312-651-1300
312-651-1350 fax
www.il-fa.com

JOB DESCRIPTION

JOB TITLE: Program-IT Associate
EMPLOYER: Illinois Finance Authority/Climate Bank
REPORTS TO: Program Manager
LOCATION: 100% onsite at 160 N. LaSalle Street, Suite S-1000, Chicago, IL 60601

Do you want to use finance to promote economic development, combat climate change, reduce the cost of debt in a manner that benefits residents across State of Illinois and reflects the diversity across the Land of Lincoln? Do you have the motivation, work ethic, skills and grit to join a small, growing and talented team at the forefront of climate finance? Illinois Finance Authority/Climate Bank ("Authority" or "IFA/CB") needs motivated and hardworking professionals to maximize the impact of new federal funding and to better deliver existing financial products and services throughout the State of Illinois (the "State"). If this describes you, then apply to join the IFA/CB for its open Program/IT Associate role.

Position Summary:

Under the supervision of the Program Manager, the Program/IT Associate will participate in multiple IFA/CB functional groups and regularly scheduled Authority projects/activities, including Climate Bank activities (i.e., Program Management); where the Program/IT Associate will assist the team to administer federal grant programs, which were congressionally approved and lawfully awarded. The programs include a significant number of projects designed to provide: (1) favorable environmental outcomes (i.e., access to cost-effective clean renewable energy); (2) economic benefits (i.e., lower energy bills especially for environmental justice and disadvantaged communities; (3) lower the cost of debt for residents and commercial entities across the State of Illinois.

The Program/IT Associate will also collaborate with the Authority's external IT vendor and other resources to perform general daily, or otherwise routine, IT technical support and services to ensure IFA/CB business operations are supported by effective, efficient, stable, reliable, and secure information technology in a secure, reliable, and well-structured infrastructure/environment. The Program/IT Associate will also collaborate with internal staff to orchestrate the preparation and distribution of all documents and related materials for monthly Authority board meetings.

Duties and Responsibilities:

Program Management

- Under the supervision of the Climate Bank Program Manager, support the program team in the daily administration of multiple federal grant programs.
- Develop data analytical tools (e.g., spreadsheets, databases, etc.) that are designed to collect, organize, and summarize data related to program progress and assess the impact of program results via customized narrative reports (i.e., output/outcomes, etc.).
- Compile, write, and edit public-facing and internal policy reports and memos.
- Assist the Program Manager with policy/legislative research, inquiries, and related matters.

IT Support

- Collaborate with the Authority's external IT vendor to provide daily onsite routine IT activities, services, and support, which is currently provided by the external IT vendor.
- Update portions of the IFA/CB website as directed.

Monthly Board Meeting Preparation Support
- Assist in the development and management of Board meeting materials each month
- Coordinate with other business units to produce board books and related materials (i.e., OMA notices, and climate bank/ general program updates.

Other duties and assignments as directed by management and/or senior leadership.

Minimum Qualifications:
- Associate or bachelor's degree in finance, accounting, economics, business administration, information technology, or liberal arts field along with proven experience in program management, process improvement, and/or project management. Master's degree a plus.
- Experience with data analysis, data visualization, and generating visual reports a plus.
- Experience developing policies to support state or federal grant programs is required, and familiarity with State of Illinois grant systems and practices is preferred.
- Substantive work experience (of at least 1 year) providing routine general IT and technical support including but not limited to the following: setting up and maintaining Wi-Fi networks; installing, configuring, and maintaining office equipment; troubleshooting IT equipment; performing software updates, virus/malware scans, and basic system maintenance; and IT asset management (i.e., tagging and inventory tracking, reporting, etc.) and ensuring compliance with applicable internal and external IT related compliance requirements.
- Experience with managing teleconferencing software such as Webex, Teams, or Zoom is required.
- Strong analytical, organizational, and communication skills.
- Excellent interpersonal and customer service skills.
- Ability to manage multiple tasks and work independently or in a team within a fast-paced working environment.

Application Process:
- Interested and qualified candidates should forward the following items to hr@il-fa.com.
  - Cover letter
  - Resume
  - List of three professional references

Annual Compensation: salary range of $70,000 - $80,000 plus competitive benefits package.

No phone calls please

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to participate in the job application process and to perform the essential functions of the position. Please contact IFA/CB in writing at hr@il-fa.com to request an accommodation.

The IFA-CB offers competitive benefits, including a 401(a) defined contribution retirement savings plan with matching contributions, comprehensive and competitive health, life, and disability insurance, and paid time off.

Authority employees are at-will employees and are subject to various State ethics requirements, including revolving door prohibitions, but are not subject to the State of Illinois Personnel Code. The Authority is an equal opportunity employer. The Authority generates its own operating revenue and is not supported by State taxpayer appropriations.