

JOB DESCRIPTION

JOB TITLE: General Counsel
EMPLOYER: Illinois Finance Authority/Climate Bank
REPORTS TO: Executive Director
JOB TYPE: Full-Time/In-Person in the Chicago Office/Springfield location potentially available (hybrid work potentially negotiable)

I. ILLINOIS FINANCE AUTHORITY (CLIMATE BANK) OVERVIEW

Do you want to use finance to combat climate change, promote equitable economic development and enhance the quality of life for all the people of Illinois? Do you have the motivation, work ethic, skills and grit to join a small, growing and talented team at the forefront of public finance, economic development, and climate finance? The Illinois Finance Authority/Climate Bank (“IFA/CB”) needs motivated and hardworking professionals to maximize the impact of state and federal resources and to better deliver existing financial products and services throughout the State of Illinois. If this describes you, then apply to join the IFA/CB.

IFA/CB is a nationally recognized conduit issuer in the tax-exempt financing market and the commercial property assessed clean energy financing market. IFA issues tax-exempt private activity bonds and property assessed clean energy bonds or notes to facilitate the funding of eligible projects that create long-term economic value in communities throughout Illinois. IFA/CB also provides loans to encourage economic development in critical and emerging industries, and we are a national leader in developing grant and loan programs that support the clean energy transition.

II. POSITION SUMMARY

IFA/CB is seeking a General Counsel to oversee legal affairs and to provide leadership and strategic operational guidance. The General Counsel is responsible for assisting IFA/CB in achieving its objectives efficiently and in compliance with state and federal laws. The General Counsel’s duties include, but are not limited to, supporting the development and administration of various products and programs, providing legal advice regarding financing transactions, supporting procurement compliance, drafting and negotiating contracts (including grant and direct loan agreements), advising on legislative initiatives and drafting legislation to advance IFA/CB priorities, and managing intergovernmental relations.

The General Counsel also plays a key role in internal management and supports IFA/CB’s human resources, audit, and risk management functions. The General Counsel manages IFA/CB’s legal team, oversees IFA/CB litigation, and coordinates with outside counsel supporting IFA/CB on litigation and other matters.

III. DUTIES AND RESPONSIBILITIES

- **Chief Legal Officer:** serves as the principal confidential legal advisor for administrative and operational functions of IFA/CB; anticipates and identifies legal issues and risks; and provides technical advice and legal determinations to the Executive Director, IFA/CB Board Members, and staff on a wide variety of complex legal questions, laws, rules, policies, governance, and procedures.



- **Governance:** directs and conducts technical and specialized legal work related to governance and activities of IFA/CB. General work drafting, reviewing, and approving resolutions, board materials, and memoranda for all matters that are subject to consideration by the IFA/CB Board Members. Assists with internal and external audits, including responding to audit inquiries, reviewing final audit documents, and maintaining professional working relationships with auditors.
- **Public Administration:** interprets and ensures compliance with various State of Illinois statutes applicable to public entities including, but not limited to, the Illinois Administrative Procedure Act, Illinois Finance Authority Act, State Officials and Employees Ethics Act, State Auditing Act, Freedom of Information Act, Grant Accountability and Transparency Act, and Open Meetings Act. Serves as designated Ethics Officer; oversees the implementation of and provides guidance on the Illinois Governmental Ethics Act and State Officials and Employees Ethics Act.
- **Strategic Communications:** provides legal and strategic advice to the Executive Director regarding responses to media and governmental inquiries.
- **Legislative Affairs:** assists the Executive Director and the IFA/CB management team in the preparation or review of legislation and administrative rules.
- **Contracts:** serves as the principal legal advisor for procurement, lending, and grantmaking functions of IFA/CB; provides advice, consultation, and support on policy matters, rules, regulations and procedures relating to IFA/CB contracts, loans, financings, and grants. Supports IFA/CB staff with drafting solicitations, contracts, and agreements.
- **Legal Team Management:** this position will directly supervise several employees and entails supervisory responsibilities, including interviewing, hiring, training, and managing employees.
- Other duties as assigned.

IV. QUALIFICATIONS

- Law degree from an accredited law school.
- Licensed to practice law in the State of Illinois and in good standing with the Illinois Attorney Registration and Disciplinary Commission.
- At least ten years of relevant experience in the practice of law is required.
- Experience with public finance, lending, commercial transactions, and economic development is desired but not required.
- Experience with State government policies, procurement, audits, and legislative processes is desired but not required.
- Strong writing skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications to top management, public groups, and/or boards of directors is required.
- Writes clearly and informatively. Edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, able to read, analyze, and interpret financial reports and legal documents.



- Demonstrated ability to establish and maintain professional working relationships with other employees, counsel, auditors, and the public.
- Must be technologically adept, able to use the Microsoft Office suite and other technology used by IFA/CB staff, and embrace opportunities for change, transformation and continuous learning and improvement.
- Some travel may be required. Requires prolonged periods of sitting, typing, and viewing a computer display.

Application Process:

- Interested and qualified candidates should forward their resume, cover letter, and three professional references to hr@il-fa.com. Please submit an application by December 30, 2025.
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Estimated position salary range: \$180,000-\$210,000, depending on experience,
plus competitive benefits package.

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.