

JOB DESCRIPTION

JOB TITLE: Assistant to the Executive Director
EMPLOYER: Illinois Finance Authority /Climate Bank
REPORTS TO: Executive Director

I. ILLINOIS FINANCE AUTHORITY (CLIMATE BANK) OVERVIEW:

Are you interested in using finance to combat climate change and enhance the quality of life for the people of Illinois? Then apply to join the Illinois Finance Authority/Climate Bank.

Do you have the motivation and skills to join a small, talented team on the forefront of public and climate finance – working to overcome some of the most pressing challenges of our time? The mission of the Illinois Finance Authority (the “Authority”) is to enhance the quality of life in Illinois through improved healthcare, education, cultural resources, and job creation/retention, which it has done for years through the issuance of tax-exempt conduit bonds. In addition, the Authority needs motivated professionals to maximize the impact of new federal opportunities in Illinois.

As the Climate Bank, the Authority builds upon its successes in applying the tools of public finance to attack climate challenges, including but not limited to its multiple AAA-rated State Revolving Fund Green-designated bond issues; the creation and scaling of the Illinois Finance Authority PACE Program for Commercial Property Assessed Clean Energy (“C-PACE”) financing; as well as a long record of innovating in public finance. With Governor Pritzker’s Illinois Climate and Equitable Jobs Act (“CEJA”), the federal Bipartisan Infrastructure Law, and the federal Inflation Reduction Act, the opportunities for the Authority to improve the lives of the people of Illinois have only expanded.

In 2022, the first full year of the Authority’s work as the Climate Bank, it deployed nearly \$256 million in private capital to fight climate change and enhance the environment with nearly 65% (or nearly \$166 million) from projects benefiting or located in disadvantaged communities. The Authority reached this achievement through the issuance of conduit bonds. It intends to increase its impact by aggressively pursuing available federal funds to fight climate change.

While fifteen volunteer citizens appointed by the Governor form the governing body of the Authority, its products and services are deployed by a lean and effective staff, many of whom are nationally recognized in their disciplines and driven towards excellence and best execution on behalf of its clients and policy goals. Authority members meet publicly at least once a month, and these materials are available at: <https://www.il-fa.com/public-access/board-documents/2023>

Public finance is the Authority’s primary current product and revenue source. The Authority issues federally tax-exempt conduit bonds, most often on behalf of non-profit borrowers in the healthcare, education, cultural, senior living, and public sectors. In Fiscal Year 2022, the Authority issued approximately \$2.3 billion in conduit bonds.



The Authority offers a competitive benefits package including a 401(a) plan with matching contributions, comprehensive health, life and disability insurance, and paid time off. Employees working at the Authority are at-will employees and are not employees of the State of Illinois; furthermore, Authority employees are not subject to collective bargaining agreements or the State of Illinois Personnel Code. The Authority is an equal opportunity employer.

II. POSITION SUMMARY:

The Authority seeks a qualified pool of candidates that reflect the diversity of Illinois.

The incumbent provides administrative support, often involving highly confidential and sensitive matters, primarily for the Executive Director but also for the entire organization. The incumbent serves in an official capacity as an Assistant Secretary.

III. DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include, but are not limited to, the following. Other duties may be assigned.

- Acts as primary liaison and support for all board Members, responsible for all board meeting logistics including meeting room reservations and set up, hotel reservations, travel plans, and catering
- Interacts and works with board Members; collects all documents needed to evidence the appointment and confirmation of all Members and sends out onboarding materials to new Members
- Polls board Members to ensure a quorum for regular and special Member meetings and sends out meeting reminders
- Assists in preparation of board meeting documents and distributes board meeting materials to board and staff in advance of the monthly board meeting, including closed session matters
- Participates in monthly board meetings to, among other things, take roll call votes and occasionally presents certain materials to the board Members
- Manages calendar and schedules appointments
- Answers telephone, appropriately screening and assigning calls; takes messages
- Organizes and manages incoming and outgoing mail
- Serves as meeting planner, arranging business meetings, programs, or other events
- Makes travel arrangements, conference and seminar registration
- Prepares expense reports and manages credit card purchases and reconciliation
- Provides basic administrative support to all Authority staff and acts as liaison for the Executive director with Authority staff
- Optimizes the workflow of the Authority and provides recommendations on how to improve the Authority's internal operations and efficiency, looking for ways to leverage technology when possible
- Prepares correspondence and drafts of other internal written materials and occasionally spreadsheets primarily for state reporting purposes
- Performs filing and organization of documents both public and with private proprietary data



- Coordinates all State-mandated trainings for Members, the Executive Director, and staff
- Works with the Ethics Officer as the Authority administrator for annual ethics disclosure filings and review of confidential personal financial information
- Manages issues that relate to the ongoing operation of the Chicago office, including coordinating with Bilandic building staff and Illinois State Police, ensuring badges for building entry are obtained and updated and ordering necessary supplies
- Liaison to State agencies and staff
- Assists with tracking legislation in the State legislature
- Assists the Executive Director in the preparation and implementation of new policy initiatives
- Available to review and edit meeting minutes
- Organizes, maintains and serves as custodian for corporate books and records
- Maintains corporate seal; signs and stamps documents

IV. QUALIFICATIONS:

1. Bachelor's degree, preferably in Public Policy, Political Science or a related field, or comparable experience. Experience working in a government agency is preferred but not required.
2. Excellent communication skills. Must be an active listener who conveys information in a clear and concise manner, both orally and in writing.
3. Ability to maintain a high level of professionalism in dealing with confidential and sensitive Authority issues including personnel and proprietary matters.
4. Ability to perform detailed work involving written or numerical data.
5. Must be technologically adept including a strong working knowledge of Microsoft Office, including Word, Excel, PowerPoint and Outlook, and the ability to manipulate PDF documents and obtain electronic signatures; familiarity with Nitro products is a plus.
6. High level of organizational, problem-solving, and analytical skills; able to manage work effectively under pressure, manage priorities and workflows and meet time sensitive deadlines.
7. Demonstrated ability to establish and maintain professional working relationships and to work effectively as part of a team.
8. Must be able to embrace opportunities for change, transformation and continuous learning and improvement.

Please send a brief cover communication responsive to this opportunity and resume to sarah@mindframeconsulting.com (cell: 571-212-2580).