

JOB DESCRIPTION

JOB TITLE: Public Finance Associate
EMPLOYER: Illinois Finance Authority/Climate Bank
REPORTS TO: Managing Director, Head of Public Finance
LOCATION: Chicago, IL

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 climate finance? The Illinois Finance Authority/Climate Bank (“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.

IFA/CB is a nationally recognized conduit issuer in the tax-exempt financing market and the commercial property assessed clean energy (“Commercial PACE”) financing market. IFA issues tax-exempt qualified private activity bonds and property assessed clean energy bonds or notes to facilitate the funding of eligible projects by borrowers that create long-term economic value in communities throughout Illinois.

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. IFA/CB employees are at-will employees subject to various State ethics requirements (such as revolving door prohibitions), but IFA/CB employees are not subject to the State Personnel Code. IFA/CB is an equal opportunity employer.

IFA/CB generates its own operating revenue and is not supported by State taxpayer or ratepayer appropriations. The IFA/CB meets publicly each month.

II. POSITION SUMMARY

IFA/CB’s Public Finance Group assists conduit borrowers in optimizing their limited resources in an environment of increasing demand for services. The Public Finance Group continues to build on its solid reputation for facilitating innovative debt financing transactions with banks and investors in the tax-exempt financing market on behalf of 501(c)(3) organizations and the Illinois Environmental Protection Agency’s State Revolving Fund Programs. Moreover, the Public Finance Group is building new relationships with capital providers in the emerging Commercial PACE financing market on behalf of owners and developers of commercial real estate under the recently launched Illinois Finance Authority PACE Program available to counties and municipalities throughout the State.

IFA/CB is currently seeking a Public Finance Associate with one to two years of legal work experience to join its Public Finance Group. The objective of this position is to provide support to senior staff on all aspects of transaction management and execution. This is an excellent opportunity to learn from a team of highly experienced financial, legal and public policy

professionals in a collaborative and positive team environment with an opportunity to grow and develop your career.

III. DUTIES AND RESPONSIBILITIES

1. Coordinate public hearing process for certain debt financing transactions pursuant to federal tax law and prepare, in collaboration with outside counsel, related legal documentation for approval by the Governor's Office of Management and Budget.
2. Draft, edit and organize volume cap requests and submissions to the Governor's Office of Management and Budget and the Internal Revenue Service.
3. Critically read and analyze legal documents in connection with debt financing transactions.
4. Schedule calls and meetings among the Public Finance Group and interact with borrowers, attorneys, bankers, accountants and economic development officials.
5. Prepare correspondence, reports, marketing information and presentations for senior staff.
6. Research and compile market data relating to prior or future debt financing transactions.
7. Respond to requests from internal and external auditors.
8. Perform other duties and special projects as assigned.

IV. QUALIFICATIONS

Minimum Qualifications:

1. Must possess the aptitude and interest in learning federal tax law as well as statutory financing rules and regulations to be successful in role.
2. One to two years of legal work experience.
3. Bachelor's degree from a four-year college/university.
4. Fluency in Microsoft Excel and other Microsoft applications, including PowerPoint.
5. Strong professional communication and inter-personal skills and the ability to succinctly express complex ideas both orally and in writing with exceptional attention to detail.
6. Proficiency in managing multiple project-oriented tasks independently while being team-oriented and the ability to exercise discretion in handling confidential information.

Preferred Qualifications:

1. Previous legal work experience in State government or the financial services sector.
2. Post-Baccalaureate Certificate from paralegal education program approved by the American Bar Association.
3. Confidence with public speaking, specifically with respect to providing authoritative information to clients and market stakeholders.
4. Familiarity with DocuWare, Docusign, Nitro Pro and/or Adobe Acrobat software.

Interested and qualified candidates must submit their resume and a one-page (approximately 500 words) cover letter detailing their motivation for working in the Commercial PACE financing market to hr@il-fa.com.

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 perform the essential functions.

Last updated: 5/23/2024