
JOB DESCRIPTION

JOB TITLE: Executive Assistant
EMPLOYER: Illinois Finance Authority (“IFA” or “Authority”)
STATUS: Full-Time
REPORTS TO: Executive Director
LOCATION: **100% onsite at 160 N. LaSalle Street, S-1000, Chicago, IL**

ABOUT THE ILLINOIS FINANCE AUTHORITY

The Illinois Finance Authority is a state financing authority that provides access to capital to support economic development, infrastructure, and environmental initiatives across Illinois. The Authority is a nationally recognized issuer in the municipal bond market, facilitating innovative debt financing transactions with banks and investors on behalf of conduit borrowers, including 501(c)(3) organizations, and the Illinois Environmental Protection Agency’s State Revolving Fund Programs. Through its climate bank functions, the Authority is expanding its role in deploying capital to accelerate clean energy, resilience, and equitable climate investments.

POSITION SUMMARY

IFA is currently seeking an Executive Assistant to support IFA leadership in accomplishing its objectives. This is an entry-level position with the opportunity for growth in an expanding organization. Under the direction of the Executive Director (“ED”) of the IFA, this position involves a variety of administrative duties across the six IFA departments: Finance & Administration; Public Finance; Operations (incl: Procurement & IT); Legal & Public Policy; Climate Bank; and Commercial Banking. In general, this position provides administrative support, often involving highly confidential and sensitive matters, primarily for the ED but also for the IFA Board Members (“Members”) and other staff. This position also involves working with staff to prepare materials and presentations that are circulated to large and diverse audiences. The successful candidate will work closely with IFA management, including Senior Vice Presidents, C-Suite-level employees, and the Managing Director of Public Finance. The Executive Assistant will be responsible for scheduling meetings and conferences for the ED and providing necessary information on behalf of the ED. The Executive Assistant will also serve in an official capacity as an Assistant Secretary of the Board, which entails some public speaking, preparing and disseminating meeting materials, assisting with videoconferencing, and supporting the orderly progression of meetings.

KEY DUTIES AND RESPONSIBILITIES

- Provides basic administrative support to the ED and other senior management, and staff; and act as the primary liaison between the ED and IFA staff.
- Manage the ED's calendar and schedules appointments, meetings, and conferences.
- Answer the ED's office phone, appropriately screening and assigning calls, taking messages when necessary.
- Organize and manage incoming and outgoing mail.
- Serve as a meeting planner, arrange business meetings, programs, or other events for the ED and other senior management.
- Make travel arrangements, as well as conference and seminar registrations.
- Prepares expense reports and manages credit card purchases and reconciliation.
- 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 ED, and staff.
- Work with the Ethics Officer as the IFA's administrator for annual ethics disclosure filings and review of confidential personal financial information.
- Manage 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 other State agencies and their staff.
- Assist with tracking legislation in the State legislature.
- Assist the ED in the preparation and implementation of new policy initiatives, including preparation of presentation materials (including PowerPoint slides) and briefing summaries.
- Available to review and edit meeting minutes.
- Act as the primary liaison between the ED and Members of the Board, including meeting room reservations and set up, travel accommodations, and catering.
- Work with Members to collect all documents needed to evidence the appointment and confirmation of all Members and take the lead in onboarding new Members.
- Communicate with Members to ensure a quorum for regular and special Member meetings by polling and sending reminders to Members.
- Assist in the preparation of Board Meeting documents and distribute materials as necessary (i.e. Board books, notices, scripts, and other materials as requested).
- Serve as a notary public upon application and approval.
- Perform other activities/tasks and special projects as assigned.

QUALIFICATIONS

Required

- Bachelor's degree in public policy, political science, history, a related liberal arts field, or related professional experience demonstrating training and experience with interpreting and communicating complex information.
- Excellent communication abilities and technical skills. Must be an active listener who conveys information in a clear and concise manner both orally and in writing, as well as through spreadsheets and PowerPoint. Must be able to work collegially with staff with diverse backgrounds and varying experience with technology.
- Ability to maintain a high level of professionalism in dealing with confidential and sensitive IFA issues including personnel and proprietary matters.
- Ability to perform detailed work involving written or numerical data.
- 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.
- 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.
- Demonstrated ability to establish and maintain professional working relationships and to work effectively as part of a team.
- Must be able to embrace opportunities for change, transformation and continuous learning and improvement, and must be passionate about the work IFA is doing.

Preferred

- Experience working in a state government agency desired but not required.
- Experience working (including internships) with a newspaper, or other publications which showcase writing and editing skills, is a plus.
- Knowledge of public sector or government operations or not-for-profit organizations.
- Experience supporting board governance processes or public meetings.
- Experience with data tracking, reporting, or financial analysis tools.
- Interest in economic development, infrastructure, and environmental initiatives.

APPLICATION PROCESS:

- Interested and qualified candidates should forward the following items to: hr@il-fa.com by Friday August 21, 2026:
 - Cover Letter
 - Resume
 - Name, phone, and email contact information for three (3) professional references

Annual Compensation: salary range of \$65,000 – \$75,000 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 perform the essential functions of the position. Please contact IFA in writing of any special need at the time of the application. IFA 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 employees are at-will employees subject to various State ethics requirements (such as revolving door prohibitions), but IFA employees are not subject to the State Personnel Code. IFA is an equal opportunity employer.

IFA generates its own operating revenue and is not supported by State taxpayer appropriations.