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## JOB DESCRIPTION

**JOB TITLE:** Associate Legal Counsel  
**EMPLOYER:** Illinois Finance Authority/Climate Bank  
**REPORTS TO:** General Counsel  
**LOCATION:** 160 N. LaSalle Street, Suite S-1000, Chicago, IL 60601

### **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? 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 Illinois Finance Authority/Climate Bank (“IFA/CB”).

The IFA/CB is seeking an Associate Legal Counsel to support operations and compliance in its Climate Bank and Public Finance units.

With respect to Climate Bank activities, the federal government has awarded IFA/CB more than \$300 million through multiple funding sources and federal agencies. This federal funding is aligned with the State goal under the Climate and Equitable Jobs Act (“CEJA”) to move Illinois to 100% clean energy by 2050, while creating good paying jobs and economic opportunity in an equitable manner. IFA/CB is now building the organization to effectively deploy these funds.

With respect to public finance, 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/CB 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 generates its own operating revenue and is not supported by State taxpayer or ratepayer appropriations. The IFA/CB Board meets publicly each month.

### **POSITION SUMMARY**

The Associate Legal Counsel assists the General Counsel in performing and managing the legal affairs of the IFA/CB, with a particular focus on supporting financial assistance (grants, loans, and public financing) transactions and operational compliance. The Associate Legal Counsel will have responsibility for supporting compliance with state and federal laws applicable to the operation of a public agency (i.e., a body politic and corporate under the laws of Illinois), including reviewing and responding to Freedom of Information Act requests, supporting compliance with the Open Meetings Act, developing and reviewing legislation and administrative rules, and assisting with IFA/CB procurements.

Duties also include, but are not limited to, supporting IFA/CB product and program development, assisting with negotiating loan transactions and closings, providing support for review and posting of notices required under the Tax Equity and Fiscal Responsibility Act of 1982 (“TEFRA”), assessing proposed grant/loan projects for compliance with relevant federal grant terms and

conditions, and assisting with risk management. This is a transaction-heavy position and requires creativity and attention to detail. This position will also entail some work supporting IFA/CB's human resources and audit functions.

The following 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 essential functions.

This is an entry-level legal position with the opportunity to develop your skills as an attorney while working on interesting issues involving the clean energy transition and public administration. The anticipated salary range for this position is \$75,000 - \$85,000, depending on experience.

### **DUTIES AND RESPONSIBILITIES**

Under the direction of the General Counsel and Deputy General Counsel, serves as Associate Legal Counsel and is a confidential legal advisor for IFA/CB's administrative and operational functions. The Associate Legal Counsel provides legal advice and policy recommendations, including to the General Counsel, Deputy General Counsel, Executive Director and IFA/CB volunteer Board Members, on a variety of difficult and complex legal questions, laws, rules, policies, and procedures. Duties and responsibilities include:

- Provides interpretations of applicable State of Illinois statutes, including but not limited to the Illinois Open Meetings Act, Illinois Administrative Procedure Act, Uniform Facsimile Signature of Public Officials Act, Illinois Finance Authority Act, State Officials and Employees Ethics Act, State Auditing Act, Grant Accountability and Transparency Act and its administrative rules, and the Freedom of Information Act.
- Supports compliance with federal funding award requirements, including but not limited to grants, contracts, and cooperative agreements, by providing guidance to relevant departments, reviewing funding proposals and agreements, monitoring requests for and expenditure of funds, and coordinating with federal agencies to address any compliance issues or concerns.
- Assists IFA/CB in ensuring recipients of its funding comply with their obligations to IFA/CB and any state or federal program partners; drafts correspondence relating to collection of past-due amounts or reports and refers matters to external counsel when appropriate.
- Supports the General Counsel and Deputy General Counsel in responding to any subpoena or litigation; reviews correspondence and records and advises on responsiveness and privilege.
- Drafts/develops email communications, memoranda, correspondence, policies, procedures, and position statements, both for IFA/CB staff and IFA/CB volunteer Members for distribution to government entities, public finance conduit borrowers/transaction teams, direct and/or participating IFA/CB borrowers and lenders, and other IFA/CB stakeholders, that advocate IFA/CB policy or position(s) on a variety of complex legal, ethics, and operational matters.
- Supports IFA/CB's Public Finance Senior Counsel and appointed outside counsel, to review and negotiate documents with transaction teams and borrowers for public finance projects (e.g., loan agreements, bond purchase agreements, indentures, tax compliance agreements, disclosures, conflict of interest waivers, and official statements) and projects involving

loans and other forms of credit enhancement pursuant to the Illinois Finance Authority Act, applicable State and federal law as well as other IFA/CB policies, including but not limited to the Bond/C-PACE Handbook.

- Assists in managing IFA/CB's state (and, when necessary, federal) legislative activities, including drafting, reviewing, and revising new or existing legislation. Assists with monitoring proposed legislation and regulatory changes affecting IFA/CB operations and provides analysis and recommendations to Executive Director and IFA/CB volunteer Members.
- Assists the IFA/CB Freedom of Information Act (FOIA) Officer in reviewing and responding to FOIA requests following applicable state laws, ensuring timely and accurate disclosure of public records while protecting sensitive information.
- Works with staff to support compliance under the Illinois Procurement Code. Assists staff with drafting and reviewing solicitations and related contracts, may assist in verifying contract payment terms and conditions with procurement and finance/administration staff.
- Assists the IFA/CB Ethics Officer; helps oversee the implementation of and compliance with the Illinois Governmental Ethics Act, State Officials and Employees Ethics Act and other relevant applicable law and policy. Provides guidance regarding potential conflicts of interest and strategies to mitigate/avoid risks to IFA/CB and the State of Illinois.
- At the pleasure and convenience of the volunteer IFA/CB Members, serves as IFA/CB Assistant Secretary upon appointment.
- Liaises with the Joint Committee on Administrative Rules (JCAR) regarding the agency's rulemaking activities, ensuring compliance with procedural requirements. Coordinates the submission of proposed rules and regulations to JCAR for review and approval; provides legal support during JCAR hearings and deliberations. Keeps abreast of current JCAR guidelines and directives.
- Assists finance/administration/accounting/personnel staff with internal and external audits, including responding to audit inquiries, reviewing final audit documents, and maintaining professional working relationships with auditors.
- Supports preparation for monthly (and, when necessary, special) Board meetings, including assisting staff in preparing and reviewing organizational and/or project resolutions and/or summaries, responding to questions/concerns from volunteer IFA/CB Members (Board members), assessing risk, and ensuring compliance with the Open Meetings Act.
- Reviews and revises employment offers, contracts, and severance packages.
- Provides guidance in termination cases, job eliminations, and employee claims of discrimination and harassment; provides support in any investigations.
- Provides input to, interprets, and determines compliance with the Authority's Bylaws, Administrative Rules, policies, Bond/C-PACE Handbook, and Regulations.
- Reviews new products/programs and amendments to existing products/programs, including statutory and other research.
- Advises on IFA/CB product and program compliance with the IFA Act and all other relevant State and federal laws.
- Collaborates and negotiates with legal representatives from other state agencies and government entities on cross-cutting legal issues, initiatives, and interagency agreements.
- Other duties as assigned by senior management.

## **QUALIFICATIONS**

- Law degree from an accredited law school, admitted to and in good standing with the Attorney Registration & Disciplinary Commission of the Supreme Court of Illinois.
- At least one year of experience in the practice of law, or, if newly licensed, two years of cumulative experience as an attorney or law clerk with meaningful experience with State government law and policies, commercial transactions, commercial litigation, governmental procurement law (state, federal, or local), ethics laws, the Grant Accountability and Transparency Act or the federal Uniform Guidance, federal grant and tax credit programs, risk assessments and management, and the administrative rulemaking and legislative processes. Familiarity with and some work experience with state and federal clean energy financing programs and federal grant terms and conditions is required.
- Experience with public finance and commercial lending preferred; curiosity regarding and interest in developing professional expertise in public finance, financial involving tax credits, and commercial lending is required. Professional experience with the public notice provisions of both TEFRA and the Illinois Open Meetings Act is required.
- Experience in bankruptcy with respect to commercial loans and/or private activity bonds is preferred.
- Must have ability to read, analyze and interpret legal documents regarding grants and lending; ability to read, analyze, and interpret financial reports as well as common scientific and technical journals regarding climate and clean energy is desired.
- Ability to perform legal research and write clearly, accurately, and informatively is required, including but not limited to editing for spelling and grammar, ability to vary writing style to meet audience needs and present numerical data effectively, is required.
- Ability to respond to common inquiries or complaints from borrowers, lenders, customers, regulatory agencies, or members of the business community is required.
- Ability to write speeches and articles for publication consistent with an appropriate professional style and format and to present to the volunteer Members in both public and closed sessions is required.
- Ability to effectively present information orally in public to top management, transaction teams, public groups, and/or boards of directors is required.
- Ability to both lead and be a part of a team is required, including but not limited to being able to balance team and individual responsibilities, exhibit objectivity and openness to others' views, provide and welcome feedback, contribute to building a positive team spirit, put success of team above own interests and able to build morale and group commitments to goals and objectives.
- Demonstrated ability to establish and maintain professional working relationships with other employees, counsel, auditors, and the public is required.
- Strong working knowledge of Lexis/Nexis (or other comparable legal research database), Microsoft Office, including Word, Excel, PowerPoint, and Outlook is required.
- Must be technologically adept and embrace opportunities for change, transformation and continuous learning and improvement.
- The ideal candidate is an intellectually curious lifelong learner with the demonstrated ability to learn from failure and continue to strive to achieve greater impact on the wider world.

## APPLICATION PROCESS

Interested and qualified candidates should forward the following items to [hr@il-fa.com](mailto:hr@il-fa.com).

- Cover letter
- Resume
- A legal writing sample
- List of three professional references

**No phone calls please**

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

*During the hiring process, it is particularly important for IFA/CB to see your writing and other communication skills without the aid of artificial intelligence (AI). Accordingly, applicants must fully disclose their use of AI to generate or otherwise supplement any materials submitted to IFA/CB (i.e., cover letters and emails, resume, writing samples) with IFA/CB. This requirement does not extend to spellcheck and autofill. Failure to disclose your use of AI during the hiring process may result in denial of employment, revocation of an employment offer, or termination of employment (if hired).*