

## JOB DESCRIPTION

**JOB TITLE:** Deputy General Counsel  
**EMPLOYER:** Illinois Finance Authority/Climate Bank  
**REPORTS TO:** Executive Director and Senior Vice President, Legal (General Counsel)  
**LOCATION:** 160 N. LaSalle Street, Suite S-1000, Chicago, IL 60601

### **I. ILLINOIS FINANCE AUTHORITY (CLIMATE BANK) OVERVIEW:**

*The Authority is seeking a Deputy General Counsel to oversee legal responsibilities and provide strategic guidance during its transition to the official Climate Bank of Illinois. IFA/CB seeks a qualified pool of candidates that reflects the diversity of Illinois.*

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 in 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 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 and are subject to various State ethics requirements, including revolving door prohibitions, but are not subject to the State of Illinois Personnel Code. IFA/CB is an equal opportunity employer.

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

### **II. POSITION SUMMARY:**

The Deputy General Counsel assists the Executive Director and General Counsel in performing and managing the legal and ethics functions of the IFA/CB. With a particular focus on legal and ethics matters related to State Government, the Deputy General Counsel’s duties include, but are not limited to IFA/CB products and programs, financing transactions and closings, procurement, contracts, legislative initiatives, employment and human resource matters, and regulatory and audit compliance matters.

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.

### **III. DUTIES AND RESPONSIBILITIES:**

1. Serves as Deputy General Counsel, as a confidential legal advisor for IFA/CB's administrative and operational functions; provides technical legal advice and legal policy determinations, including to the Executive Director and IFA/CB volunteer Members, on a wide variety of difficult and complex legal questions, laws, rules, policies, and procedures; provides advice and direction that often has a crucial impact on IFA/CB decisions and actions.
2. Provides interpretations of applicable State of Illinois statutes, including but not limited to the Illinois Open Meetings Act, Illinois Administrative Procedures Act, State Records Act, Uniform Facsimile Signature of Public Officials Act, Illinois Finance Authority Act, State Officials and Employees Ethics Act, State Auditing Act, and Freedom of Information Act.
3. Oversees and ensures 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.
4. 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.
5. Works with the General 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.
6. 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.
7. Serves as the IFA/CB Freedom of Information Act (FOIA) Officer. Manages and responds to FOIA requests following applicable state laws, ensuring timely and accurate disclosure of public records while protecting sensitive information.
8. Works with staff to interpret and determine 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.
9. Serves as Deputy or Assistant Ethics Officer; helps oversee the implementation of the Illinois Governmental Ethics Act, State Officials and Employees Ethics Act and other relevant applicable law and policy and provides guidance and counsel on the same.



Provides guidance regarding potential conflicts of interest and strategies to mitigate/avoid risks to IFA/CB and the State of Illinois.

10. At the pleasure and convenience of the volunteer IFA/CB Members, serves as IFA/CB Secretary or Assistant Secretary upon appointment.
11. 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.
12. 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.
13. 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.
14. Reviews and revises employment offers, contracts, and severance packages.
15. Provides guidance in termination cases, job eliminations, and employee claims of discrimination and harassment.
16. Provides input to, interprets, and determines compliance with the Authority's Bylaws, Administrative Rules, policies, Bond/C-PACE Handbook, and Regulations.
17. Reviews new products/programs and amendments to existing products/programs, including statutory and other research.
18. Advises on IFA/CB product and program compliance with the IFA Act and all other relevant State and federal laws.
19. Collaborates and negotiates with legal representatives from other state agencies and government entities on cross-cutting legal issues, initiatives, and interagency agreements. This position maintains relationships with the Office of the Governor, Auditor General, State Agency Leadership, Legislators and Legislative Staff, IFA/CB volunteer Members (Board of Directors), Executive Director, Senior Vice President-Finance & Administration, Senior Vice President-Bonds (Head, Public Finance) and other IFA/CB officers and staff.
20. As the IFA/CB grows and evolves, the Deputy General Counsel may directly supervise vendors, including outside counsel, and potentially several employees. Carries out supervisory responsibilities following the organization's policies and applicable laws, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
21. Other duties as assigned by management.

#### **IV. QUALIFICATIONS:**

1. Law degree from an accredited law school, plus four to ten years related experience and/or

training, or equivalent combination of education and experience, admitted to and in good standing with the Attorney Registration & Disciplinary Commission of the Supreme Court of Illinois.

2. At least four years of experience with State government policies, procurement, audits, ethics, JCAR and legislative processes. Familiarity with JCAR, procurement, and legislative processes is required.
3. Experience with public finance, financing involving federal tax credits, and commercial lending preferred; curiosity regarding and interest in developing professional expertise in public finance, financial involving tax credits, and commercial lending is required.
4. Previous experience with federal funding and required compliance is preferred.
5. Experience in bankruptcy with respect to commercial loans and/or private activity bonds is preferred.
6. Working knowledge of the Illinois Climate and Equitable Jobs Act is required. Working knowledge of the conditions precedent of federal financial assistance through the Inflation Reduction Act, and the Bipartisan Infrastructure Law is desired. Ability to read, analyze and interpret legal documents regarding lending and security is required; ability to read, analyze, and interpret financial reports as well as common scientific and technical journals regarding climate and clean energy is desired.
7. Ability to 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.
8. Ability to respond to common inquiries or complaints from borrowers, lenders, customers, regulatory agencies, or members of the business community is required.
9. 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.
10. Ability to effectively present information orally in public to top management, transaction teams, public groups, and/or boards of directors is required.
11. 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.
12. Demonstrated ability to establish and maintain professional working relationships with other employees, counsel, auditors, and the public is required.
13. Strong working knowledge of Microsoft Office, including Word, Excel, PowerPoint, and Outlook is required.
14. Must be technologically adept and embrace opportunities for change, transformation and continuous learning and improvement.
15. 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.



Interested and qualified candidates should forward their resume and cover letter to [hr@il-fa.com](mailto:hr@il-fa.com).

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