

JOB DESCRIPTION

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

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 new 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 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 is currently seeking an Executive Assistant to support IFA/CB 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/CB, this position involves a variety of administrative duties across the six IFA/CB departments: Financing & Accounting, IT & Operations, Climate Bank, Legal, Public Finance, and External Affairs. In



general, this position provides administrative support, often involving highly confidential and sensitive matters, primarily for the ED but also for the IFA/CB Board 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/CB senior management, including Senior Vice Presidents, C-Suite-level employees, and the Managing Director of Public Finance. The incumbent will be responsible for scheduling meetings and conferences for the ED and providing necessary information on behalf of the ED. The incumbent 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.

III. DUTIES AND RESPONSIBILITIES

1. Provides basic administrative support to all IFA/CB staff and acts as the primary liaison between the ED and IFA/CB staff.
2. Manages ED's calendar and schedules appointments, meetings, and conferences.
3. Answers ED's office phone, appropriately screening and assigning calls, taking messages when necessary.
4. Organizes and manages incoming and outgoing mail, including IFA/CB's PO box.
5. Serves as a meeting planner, arranging business meetings, programs, or other events for ED and other executive staff.
6. Makes travel arrangements, as well as conference and seminar registration.
7. Prepares expense reports and manages credit card purchases and reconciliation.
8. Prepares correspondence and drafts of other internal written materials and occasionally spreadsheets primarily for state reporting purposes.
9. Performs filing and organization of documents both public and with private proprietary data.
10. Coordinates all State-mandated trainings for Members, ED, and staff.
11. Works with the Ethics Officer as the IFA/CB's administrator for annual ethics disclosure filings and review of confidential personal financial information.
12. 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.
13. Liaison to other State agencies and their staff.
14. Assists with tracking legislation in the State legislature.
15. Assists the ED in the preparation and implementation of new policy initiatives, including preparation of presentation materials (including PowerPoint slides) and briefing summaries.
16. Available to review and edit meeting minutes.
17. Organizes, maintains, and serves as custodian for corporate books and records.

18. Acts as the primary liaison between the ED and Members of the Board, including meeting room reservations and set up, travel accommodations, and catering.
19. Works with Board Members to collect all documents needed to evidence the appointment and confirmation of all Members and takes the lead in onboarding new Members.
20. Remains in communication with Members to ensure a quorum for regular and special Member meetings by polling and sending reminders to Members.
21. Assists in the preparation of Board Meeting documents and distributes materials as necessary (i.e. Board books, notices, scripts, and other materials as requested).
22. Participates in monthly Board Meetings to, among other things, take roll call votes and occasionally present certain materials to the Members.
23. Maintains corporate seal; signs and stamps documents.
24. Serves as a notary public upon application and approval.
25. Serves as Assistant Secretary of the IFA/CB upon approval of the Board Members.
26. Performs other duties as assigned.

IV. QUALIFICATIONS

1. 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.
2. Experience working in a state government agency is preferred, but not required.
3. Experience working (including internships) with a newspaper, or other publications which showcase writing and editing skills, is a plus.
4. 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.
5. Ability to maintain a high level of professionalism in dealing with confidential and sensitive IFA/CB issues including personnel and proprietary matters.
6. Ability to perform detailed work involving written or numerical data.
7. 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.
8. 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.
9. Demonstrated ability to establish and maintain professional working relationships and to work effectively as part of a team.



10. Must be able to embrace opportunities for change, transformation and continuous learning and improvement, and must be passionate about the work IFA/CB is doing.

Interested and qualified candidates must submit their resume and either a one-page (approximately 500 words) cover letter, a writing sample, or a PowerPoint 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: 09/12/2024