

**JOB TITLE:** Public Finance Senior Counsel (Part-Time)  
**EMPLOYER:** Illinois Finance Authority  
**REPORTS TO:** Executive Director  
**LOCATION:** 160 N. LaSalle Street, Suite S-1000, Chicago, IL 60601  
(Part-Time: 20 to 30 hours/week; remote or hybrid work options are available for this position)

## **I. ILLINOIS FINANCE AUTHORITY OVERVIEW**

The Illinois Finance Authority (the “Authority”) is a nationally recognized issuer in the tax-exempt financing market and the commercial property assessed clean energy (“Commercial PACE”) financing market. The Authority may issue bonds, notes (including bond, grant or revenue anticipation notes), certificates and/or other evidences of indebtedness representing an obligation to pay money, including refunding bonds, to facilitate the funding of eligible projects that create long-term economic value in communities throughout Illinois.

## **II. POSITION SUMMARY**

The Authority’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 (“SRF”) 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.

The Authority is seeking a talented part-time Senior Counsel for its Public Finance Group with a minimum of 15 years of legal experience in public finance to support the Authority’s issuance of private activity bonds, State of Illinois Clean Water Initiative SRF bonds and Commercial PACE bonds, and related legal matters. This position will involve working closely with Authority leadership, external counsel, banks, underwriters, conduit borrowers, and other stakeholders to protect the interests of the Authority but also to reflect the Authority’s philosophy of providing a commercial-minded and a customer-driven transaction process. This is also an excellent opportunity to work with a team of highly experienced financial, legal and public policy professionals in a collaborative and positive team environment. The person selected for this role will serve as the primary contact for all legal matters involving the Authority’s Public Finance Group.

## **III. POSITION DUTIES AND RESPONSIBILITIES**

The general duties and responsibilities of the Public Finance Senior Counsel include:

- Provide legal guidance and transactional support for Authority bond issues, including the engagement and supervision of issuer’s counsel.
- Critically and carefully read and analyze legal documents in connection with debt financing transactions and assist colleagues of the Public Finance Group (and issuer’s counsel) in resolving matters as they arise.
- Process public finance conflict waivers submitted to the Authority from time to time by counsel engaged by transaction parties.
- Work collaboratively with conduit borrowers, banks, underwriters, placement agents, capital providers and counsel engaged by transaction parties to assess legal risks, to enforce the

Authority's Public Finance Handbook and to implement the provisions of various omnibus resolutions approved by the Authority.

- Conduct legal research and analysis regarding applicable state and federal laws, regulations and policies, in each case as related to public finance, and advise Authority leadership accordingly.
- Assist in risk management and compliance matters, including post-issuance monitoring and disclosure requirements under federal securities and tax laws.
- Support the development of policies and procedures that improve the efficiency and effectiveness of the Public Finance Group.
- Other ad hoc requests as requested by Authority leadership from time to time, including participation in procurement processes relevant to the Public Finance Group and attendance at board meetings of the Authority and general business meetings.

#### **IV. QUALIFICATIONS**

The general qualifications of the Public Finance Senior Counsel include:

- Juris Doctor (J.D.) degree from an accredited law school.
- Licensed to practice law in Illinois, or the ability to obtain Illinois licensure within a reasonable period after hire.
- Minimum of 15 years of legal experience in public finance, preferably with a focus on private activity bonds.
- Working knowledge of relevant federal and state laws, including the Internal Revenue Code provisions applicable to tax-exempt bonds and securities law compliance.
- Strong professional communication and inter-personal skills, and ability to succinctly express complex ideas both orally and in writing with exceptional attention to detail.
- Proficiency in managing multiple project-oriented tasks independently while being team-oriented and exercising discretion in handling confidential information.

#### **V. APPLICATION PROCESS**

Interested and qualified candidates should forward their resume and list of three professional references with contact information to [hr@il-fa.com](mailto: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. Remote or hybrid work options are available for this position.*

*This part-time position provides an hourly pay rate range of \$75/hour to \$95/hour. Additionally, part-time employees of the Authority are eligible for paid time off in accordance with the Paid Leave for All Workers Act. If the part-time employee consistently logs 30 hours/week, the part-time employee is eligible for additional IFA benefits. Authority 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. The Authority is an equal opportunity employer. The Authority generates its own operating revenue and is not supported by State taxpayer appropriations.*