



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Investment Analyst - Diversity & Investment Operations
Division: Fiscal
Location: Chicago, Illinois
Salary: Commensurate with experience

Overview: The Investment Analyst is responsible for performing activities that advance the diversity and inclusion objectives of the Office of the Illinois State Treasurer, as well as activities that enhance the Office's investment operations. This entails assisting minority, women, veteran, or disabled-owned (MWVD) financial institutions, investment firms, and other businesses that do business or seek to do business with the Treasurer's Office, administering outreach to MWVD firms, helping MWVD firms navigate application and eligibility processes, tracking and reporting on utilization of MWVD firms, and identifying innovative new collaborative opportunities. Investment operations duties includes organizational and administrative activities, as well as special projects, that support the multi-billion dollar portfolios for the State of Illinois, the Illinois Public Treasurers' Investment Pool, the College Savings Plans, the Technology Development Accounts, the Secure Choice Retirement Savings Program, and the Achieving a Better Life Experience (ABLE) Program. The Investment Analyst interacts with many divisions within the Treasurer's Office in the interest of achieving overarching diversity and investment objectives.

Duties and Responsibilities:

- Provides assistance to minority, women, veteran, or disabled-owned (MWVD) financial institutions, investment firms, and other businesses that do business or seek to do business with the Treasurer's Office.
- Assists various divisions across the Treasurer's Office, including, but not limited to, procurement, legislative, financial products, and communications, in advancing and maintaining the diversity and inclusion priorities of the office.
- Administers outreach to MWVD firms, including, but not limited to, guiding MWVD firms through the office's application and eligibility processes, responding to questions and requests for assistance, promoting the diversity and inclusion activities of the office, and speaking and presenting to groups on the activities of the Treasurer's Office.

Qualifications:

- Excellent writing abilities are an absolute priority
- Excellent ability to multi-task and simultaneously manage multiple projects
- Excellent communication and presentation skills
- Ability to analyze data, identify trends, create graphic representations, and provide recommendations
- Extensive familiarity with Microsoft Word, Excel, PowerPoint and related applications

Education and Work Experience: Bachelor's Degree in public administration, public policy, business, or any other related field; 1-3 years of experience in areas of project management, public administration, policy analysis, communications, or business administration, and/or a related field preferred.

Application Process: Send completed application including letter of interest and resume via email to

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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