



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHs

### JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Investment Analyst - Diversity & Investment Operations  
**Division:** Fiscal  
**Location:** Springfield or Chicago, Illinois  
**Salary:** \$50,000 to \$60,000 commensurate with experience

**Overview:** The Investment Analyst - Diversity and Investment Operations 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 - Diversity and Investment Operations interacts with many divisions within the Treasurer's Office in the interest of achieving overarching diversity and investment objectives.

#### Duties and Responsibilities:

- Provides multifaceted support to the Director of Corporate Governance & Sustainable Investment in executing the investment objectives of the Office of the Illinois State Treasurer.
- 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.
- 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.
- Tracks and reports on utilization of MWVD firms, maintaining spreadsheets and presenting on MWVD business activity internally and externally.
- Develops and administers surveys and other instruments to promote diversity and inclusion, collect data from the office's business partners on their diversity and inclusion efforts, and obtain feedback.
- Assists in developing and implementing policies, procedures, events, promotional materials, and other activities designed to promote, track, and increase the utilization of MWVD firms.
- Executes projects and administers procedural duties to optimize the operations of the Division of Fiscal Operations, the Division of State Investments and Banking, the Division of ePAY and Illinois Funds, the Division of Portfolio & Risk Analytics, and the Division of IPTIP Investments, to maximize innovation, efficiency, and effectiveness.

**Education and Work Experience:** Bachelor's Degree in public administration, public policy, business, communications, or any other related field; 1-3 years of experience in areas of project management, public administration, policy analysis, communications, business administration, diversity and inclusion, and/or a related field preferred. Public sector experience in the above-mentioned fields is desirable.

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

[HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)

[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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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