



OFFICE OF THE ILLINOIS STATE TREASURER  
**MICHAEL W. FRERICHS**  
JOB OPPORTUNITY ANNOUNCEMENT

**Job Title:** Manager of Invest in Illinois  
**Division:** Legislative & Policy  
**Location:** Springfield, Illinois  
**Salary:** Commensurate with experience

**Overview:** This position is responsible for providing multi-faceted organizational, administrative, research and communication support under the supervision of the Director to advance the awareness and success of the Invest in Illinois and Finally Home impact investment programs. The Manager will assist the Director with program implementation and day-to-day operations and collaborate with the Director and other staff of the Treasurer's Office to foster program growth and sustainability, as well as maintaining high quality governance, due-diligence and reporting processes.

**Duties and Responsibilities:**

- Responsible for assisting in the development, delivery and administration of the Invest in Illinois and Finally Home programs;
- Assists with outreach to build and sustain strategic relationships with local government partners, agriculture professionals, realtors, financial institutions and other public facing entities;
- Serves as the point person for constituent inquiries by phone, letter or online;
- Monitors trends, legislation and regulations that are relevant to the farming, business and consumer interests;
- Works with other Treasurer's Office divisions to cross market Invest in Illinois and Finally Home programs;
- Delivers presentations to various groups, trade organizations, financial institutions, chambers, municipalities and economic development organizations;
- Assists with the facilitation of all events, symposiums, seminars or workshops;
- Responsible for maintaining and updating data for Invest in Illinois and Finally Home programs through Salesforce;
- Assists with the design, collection and analysis of economic development activities and metrics for Invest in Illinois programs;
- Assists with all responsibilities related to the Cream of the Crop photo contest.

**Specific Skills:**

- Self-starter with the ability to take direction;
- Strong organizational, problem-solving and event management skills;
- Strong written, interpersonal and public speaking skills;
- Ability to manage multiple projects simultaneously and work in a team environment;
- Experience in Microsoft Word, Excel, PowerPoint, Salesforce and other related applications;
- Knowledge of finance, banking, mortgage products, interest rate environment and agricultural lending practices.

**Education and Work Experience:** Bachelor's degree in business or other related field; two (2) or more years of job-related experience, and two (2) or more years of experience in public speaking and group presentations; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

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

**Chief Operating Officer @ [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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