

## **JOB DESCRIPTION**

**JOB TITLE:** Vice President, (VP) Healthcare  
**EMPLOYER:** Illinois Finance Authority (IFA)  
**DEPARTMENT:** Healthcare  
**REPORTS TO:** Executive Director

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

Looking for an opportunity to use your professional skills and creativity to better our community and the State of Illinois? Join a small team that makes a mighty impact! The Illinois Finance Authority (IFA) is one of the largest issuers of tax exempt bonds in the nation. Federally tax exempt conduit bonds enable hospitals, health systems and continuing care retirement communities to finance their capital projects generally at lower interest rates and longer maturities – and to create long-term economic value for communities throughout Illinois.

To learn more about our organization and our programs visit us at [www.il-fa.com](http://www.il-fa.com). Healthcare programs include project financings for not-for-profit hospitals, health systems, medical centers, medical clinics, behavioral healthcare providers and continuing care retirement communities or CCRCs (including any or all of independent living for seniors, assisted living, memory care and/or nursing care facilities). Detailed information on Healthcare can be found on our website under Programs and Public Access – Board Documents (see board summary reports, board meeting minutes and the IFA tax-Exempt Conduit Transactions Committee minutes).

The IFA offers a competitive total rewards program including a 401(a) with IFA matching contributions, comprehensive health, life and disability insurance and paid time off benefits. Employees working at the IFA are at-will employees and are not employees of the State of Illinois; IFA employees are not subject to the State of Illinois Personnel Code. This position is not a collective bargaining unit position. The IFA is an equal opportunity employer.

### **II. SUMMARY**

The individual in this position is primarily responsible for leading the identification and development of a pipeline of healthcare transactions that use the financing programs offered by the IFA. The individual is expected to be a key member of the client financing team and work to close transactions. This person will have regular contact with the IFA's clients in connection with all confidential material related to healthcare financing transactions.

### **III. DUTIES AND RESPONSIBILITIES:**

1. Meets goals set for number of transactions and revenue by developing and maintaining a pipeline of transactions and closing transactions.
2. Develops and maintains strong relationships with current and prospective clients in the healthcare sector. Able to successfully interact with C-suite decision makers, specifically at the CEO, CFO, or Director of Debt level.
3. Drives the development of a strong pipeline of business through diligent prospecting, credible analysis, and strong follow-up skills.
4. Drives a deal to completion by working with a borrower on all phases of the application process, including review of IFA conduit financing documents and, cost of issuance forms, and drafting of attorney selection forms and project summary reports (both templates and final reports).
5. Monitors and manages IFA tasks and responsibilities related to Healthcare, including maintaining close correspondence with parties to financing and ensuring financing documents are in proper form and are received pursuant to working group and established deadlines.
6. Performs credit analysis, including financial analysis of complex and non-rated borrowers.
7. Reviews borrower financial statements and CCRC feasibility studies, analyzes risk, and makes recommendations on risks to the Executive Director.
8. Researches and tracks borrower debt via the Electronic Municipal Market Access (EMMA) System.
9. Depending on needs, works with Human Resources staff to recruit, interview, and select, hire and employ others team members.
10. Advises IFA management on budget and other policies related to the IFA's mission. Provides ongoing evaluation on program effectiveness.
11. Supports and leads various initiatives related to the future vision and transformation of the IFA into new product lines as directed by management.
12. Primary responsibility for careful review of all dates, numbers and financial data used in closing documents before submission to the IFA Board for review and approval.
13. Prepares presentations for healthcare debt financing programs and presents transactions effectively on behalf of borrowers to IFA Project Committee and IFA Board.
14. Responds to requests from internal and external auditors as needed.
15. Performs other related duties as assigned by management.

### **IV. QUALIFICATIONS:**

1. Strong experience in business development and a demonstrated track record of creating relationships that result in new business.
2. Strong existing network in healthcare and/or the demonstrated ability to quickly build a network.
3. Exceptional drive for results and ability to build and capitalize on a robust portfolio of business.

4. Bachelor's degree in Accounting, Finance, Economics or Liberal Arts, plus at least 8 years of related experience in transactions, loans, project management, public finance or credit rating or other related field.
5. Masters (MBA or healthcare or related field) with or without experience in nonprofit healthcare or public finance investment banking is desired, but not required. JD with or without legal experience in the field of public finance and/or health law is also desired, but not required.
6. Understanding and experience in either healthcare conduit bond financing including without limitation, infrastructure or receivables financings or knowledge of state or local government budgeting process.
7. Understands the roles of various parties and their counsel to a healthcare conduit bond transaction including but not limited to: bond counsel, underwriter/commercial banker, trustee, financial advisor, borrower, rating agencies, etc.
8. Entrepreneurial, action-oriented orientation combined with and supported by a public stewardship perspective.
9. Knowledgeable of operational processes and procedures involved with successful healthcare conduit bond financings (i.e., has actively participated in such financings and/or knows how they work structurally, including the function and responsibilities of the parties involved (issuer, borrower, underwriter, trustee, bond counsel, etc.).
10. Strong analytical ability to independently review and analyze financials of healthcare borrowers, including healthcare facilities and CCRCs, as well as CCRC feasibility studies, and the confidence to discuss the strengths and weaknesses of those financials and studies with the Executive Director. Understands risk, both reputational and financial.
11. Strong relationship building and networking skills internally and externally.
12. Must be able to communicate thoughts clearly, both orally and written. Must be able to communicate to all levels within an organization, vendors and the public. Able to confidently represent the Authority at conferences and in presentations.
13. Strong critical thinking skills.
14. Demonstrates ability to adjust quickly to different work situations; remain composed under pressure and stressful situations, adapt to the continuous learning environment of the Authority.
15. Strong team player, able to work well with a variety of people.
16. The ideal candidate is both ethical and self-confident.
17. Strong working knowledge of MS Office, including Word, Excel, PowerPoint and Outlook.

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*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.*