ILLINOIS STATE BOARD OF INVESTMENT

ASSOCIATE GENERAL COUNSEL/INVESTMENT COMPLIANCE OFFICER

Reports to the General Counsel / Chief Compliance Officer

Responsibilities

The Associate General Counsel/Investment Compliance Officer is responsible for general legal and investment compliance issues relating to ISBI's operations, and has the following specific responsibilities, which shall include, but not be limited to:

- Support the General Counsel in managing the legal affairs of ISBI as well as all compliance matters.
- Respond to all Freedom of Information Act requests made to ISBI.
- Act as primary contact and assist the Ethics Officer and Board Fiduciary Counsel in monitoring compliance of Board and Staff members in accordance with ISBI policies and Illinois law.
- Under direction of the General Counsel, assist in managing Board operations by taking responsibility for tasks such as the posting of meeting notices, the development and distribution of Board materials, and the preparation of Board and Committee meeting minutes. This responsibility will be inclusive of the preparation of Executive Session minutes in a manner that ensures confidentiality and the integrity of the information in compliance with the Illinois Open Meetings Act.
- In cooperation with the General Counsel, develop and coordinate the Agency Directives Manual. Work cooperatively to ensure compliance with Board budgetary and fiscal policies.
- Provide legal support in the development, implementation, and maintenance of ISBI policies and control procedures as necessary
- In conjunction with the General Counsel and investment staff, develop and recommend the policies and guidelines for diversity-related initiatives. Monitor and prepare reporting to ensure compliance with the Board's policies and objectives. Conduct outreach to partners and managers to complete required reporting when necessary. Manage all reporting including reporting required by statute and other ad hoc reporting requests.
- Act as primary liaison with proxy voting service provider and manage ISBI's proxy voting guidelines.
- Monitor all Board contracts (Administrative / operational contracts, investment manager agreements, vendor agreements, amendments to existing contracts) and compliance with mandates and manager benchmark guidelines). Monitor and prepare periodic reports on compliance with the Board's investment policy guidelines and proxy voting guidelines.
- Perform full-time/temporary employee search management process including job posting execution, recruiting firm relationship management (if applicable), initial resume review

and filtering, candidate interview preparation, and internal party consultations as needed to support the search process.

- Monitor class action / shareholder securities litigation alongside General Counsel and Chief Compliance Officer and coordinate with outside partners in relation to such matters.

- Draft, review, and interpret legal documents, resolutions, and policies.

- Research and analyze applicable state and federal laws, regulations, and court decisions affecting ISBI operations.

- Address custodial reporting relating to international power of attorney and support COO / CFO with tax reclamations, powers and proxy matters as needed.

- Obtain knowledge about the role and functions of the General Counsel and Chief Compliance Officer for purposes of planned and unplanned succession.

- Manage the stewardship activities on behalf of ISBI including developing policies, strategies, and operational processes that effectuate fiduciarily prudent compliance with the Illinois Sustainable Investing Act and other relevant legislation. Assist in researching, evaluating, and helping integrate sustainability factors including environmental, social, and governance factors legislation accordance with Board policies.

- Perform other duties as required or assigned.

Requirements

- Bachelor's and Juris Doctor degree required.
- At least two years of relevant legal experience preferred.
- Valid license to practice law in the State of Illinois required.
- Excellent written and oral communication, analytical and research skills.
- Knowledge of Microsoft Word and Excel.
- Knowledge of Illinois' Freedom of Information Act, Open Meetings Act, and Pension Code preferred.
- Ability to work in an office environment subject to frequent interruptions and to communicate with co-workers/third parties via video conference, email, and telephone; involves sitting at a desk for prolonged periods and potential light lifting.

Location: This position is based in ISBI's downtown Chicago office and requires regular in-office presence. Remote work may be available for up to two days each week.

Compensation: Target compensation for the position is $95,000 - $105,000 annual base salary. ISBI employees are enrolled in the State's pension plan and deferred compensation program. Additionally, ISBI employees have access to medical, dental, and vision insurance through the State of Illinois' group insurance plan.

Application: Interested applicants must submit a resume, cover letter, and three professional references via email to employment@isbinvestment.com no later than Friday, November 6, 2026.