



## Job Posting for Assistant Director of Capital Programs

IBHE has been supporting higher education in Illinois for more than 50 years. We are a dedicated team of professionals, overseen by a Board appointed by the Governor, who are working for a strong, equitable higher education system, which we believe is essential for the state to thrive. We work with leaders in colleges, universities, state and federal government agencies, governors, legislators, and other entities to strategically further this mission.

The higher education strategic plan, [\*A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth\*](#), includes three goals and 25 strategies to help achieve the vision of a higher education ecosystem that ensures individuals, families, and communities across the state thrive.

- **Equity** - Close equity gaps for students who have been left behind.
- **Sustainability** - Build a stronger financial future for individuals and institutions.
- **Growth** - Increase talent and innovation that drives economic growth.

### **The Position: Assistant Director of Capital Programs**

#### **Primary Responsibilities**

Joining the Fiscal and Budget policy team, the **Assistant Director of Capital Programs** provides thought leadership, oversight, and analysis to support the state's higher education capital program.

- Develops and implements a methodology for prioritizing public university capital projects across the state that informs IBHE's annual budget recommendations
- Serves as the IBHE's primary liaison with the Capital Development Board, the Governor's Office of Management and Budget, and institutional contacts for all capital matters.
- Collaborates with institutional partners to understand capital and deferred maintenance needs, project progress, and emerging priorities
- Oversees the implementation of the \$400M capital grant program for private colleges and universities
- Provides analysis, reporting, and fiscal impact of the state's higher education capital program.
- Contributes to a collaborative team culture, helps achieve the agency's strategic goals, and commits to continuous growth and learning.

The ideal candidate:

- is passionate about public service and education
- brings experience in finance
- is analytic, a good communicator, and intellectually curious
- is committed to continuous learning and growing
- is a supportive colleague, reinforcing a strong team-focused culture

**Education and Experience:**

- Bachelor's degree in business or public administration, public policy, finance, or similar; Master's preferred
- Government or education budget or fiscal experience a plus

**Knowledge, Skills and Abilities:**

- Commitment to public service and passion for education
- Excellent analytical and problem-solving skills, including ability to work with large datasets, excellent written and verbal communication skills, and strong project management skills
- Demonstrated ability to work with a variety of stakeholders, such as college and university officials in the public and private sectors, and state agency executives, among others.
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork

**Work location**

Work locations are Chicago, IL, with a fully remote work schedule or Springfield, IL, with a hybrid schedule. Those located in other areas of Illinois will also be considered. Occasional travel within Illinois is expected, as required by the work.

**Salary:**

Salary is commensurate with experience within the range of \$55,000 - \$75,000. We offer the state's competitive employee benefits package.

**Application Process:**

For full consideration, submit (1) letter describing your interest in the role and how you meet the qualifications, (2) resume, and (3) at least three professional references including names, professional titles, and current emails and phone numbers.

Interviews will begin immediately and will be conducted virtually. Please submit your materials by e-mail to:

humanresources@ibhe.org

We are committed to a diverse and inclusive workforce by ensuring all our staff work in an environment of openness and acceptance. We strive to foster a community where people of all backgrounds, identities, and perspectives can feel secure and welcome. We also value the well-being of each of our employees and are dedicated to creating a healthy place to work. As an Equal Opportunity Employer, we strongly encourage veterans, individuals with disabilities, women, and minorities to apply.

IBHE is an equal opportunity employer committed to a diverse workforce. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, state agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the state provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois interview process.