



Job Posting for  
**Deputy Director for  
Budget and Fiscal Affairs**

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.

In its strategic plan, [\*A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth\*](#), IBHE has identified three goals and 25 strategies to help achieve its 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 Board recognized that these goals are being developed in a particular context:

- COVID-19 has shaped and will continue to reshape the educational experience
- Racial injustice can no longer be ignored
- Changes in the nature of work are accelerating
- Innovative disrupters to traditional postsecondary education are growing
- Budget challenges are exacerbated

IBHE is seeking a **Deputy Director of Budget and Fiscal Affairs** to play a leadership role in establishing the Board's higher education fiscal policy, overseeing the agency's financial operations, and in supporting implementation of *A Thriving Illinois*.

The ideal candidate will be passionate about public service and education; bring experience in higher education finance policy and financial operations; be analytic, a good communicator, and intellectually curious; be committed to continuous learning and growing; will be a supportive colleague, reinforcing a strong team-focused culture.

**Primary Position Summary:**

Reporting to the Executive Director, the Deputy Director for Budget and Fiscal Affairs provides senior leadership in higher education finance, analytics, budgeting, grants administration, and financial operations.

## **Major Duties & Responsibilities**

- Serves as the senior leader for all statewide higher education budget and fiscal policy and oversees the agency's fiscal operations.
- In this capacity, provides oversight and leadership that:
  - Supports the Board's higher education strategic planning and implementation efforts, analyzes issues, and develops reports, analysis, presentations, and papers pertaining to higher education finance and related policy issues.
  - Leads, conducts, and explains complex financial analyses and modeling in support of funding policy and recommendations, increased efficiency and effectiveness, and strategies to close gaps in access and attainment of low-income students, students of color, adult students, and rural students.
  - Leads the development of the Board's annual higher education operating and capital budget recommendations to the Governor and General Assembly.
  - Oversees the development and publication of key agency reports.
  - Provides information and analysis to the Governor's Office and General Assembly regarding budget, financial, and policy-related issues. Provides fiscal analysis on pending or proposed legislation.
  - Develops and provides analytic support for other teams within the agency and collaborates to produce thoughtful agency reports.
- Oversees the agency's fiscal operations, including accounting, financial reporting, audits, purchasing, contracting, payroll and benefits, grants administration, and agency budgeting. Provides hands-on support, as needed.
- Leads and develops a staff team, overseeing their work, professional development, and success
- Contributes to the Agency's leadership team, including helping achieve the long-term strategic and annual goals, including Diversity Equity, and Inclusion goals. Helps provide leadership to the organization, including presenting to the Board, working with Board members, assisting with the agency's annual planning, budgeting, and goal setting, and contributing to a collaborative team culture.

## **Education and Experience:**

- Master's degree in business or public administration, public policy, finance, data analytics, or similar; higher education finance policy a plus
- Five years or more years of related experience. At least two years of supervision of professional staff preferred.

## **Knowledge, Skills and Abilities:**

- Commitment to public service and passion for education
- Excellent interpersonal skills, with a strong focus on collaboration and teamwork
- Demonstrated ability to work with a variety of constituents and stakeholders, such as Board members, senior government executives, elected officials, institutional officers, and private sector leaders.
- Intellectually curious, excellent analytical and problem-solving skills, along with excellent written and verbal communication skills
- Demonstrated ability to support and develop professional staff

**Work Location:**

Currently we are working fully remotely due to the pandemic and anticipate a partially remote work schedule in the future, with employees located primarily in Springfield or Chicago. Travel within Illinois is expected, as required by the work.

**Salary and Benefits:**

Salary is commensurate with experience. We offer the state's competitive employee benefits package.

**To Apply:**

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](mailto: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, learn and live. 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.