

Working Title: Portfolio Manager
Job Class: Accounting Officer Senior
Agency: Climate Innovation Finance Authority

- **Job ID:** 93144
- **Location:** St. Paul
- **Telework Eligible:** Yes
- **Full/Part Time:** Full-Time
- **Regular/Temporary:** Unlimited
- **Who May Apply:** Open to all qualified job seekers
- **Date Posted:** 03/31/2026
- **Closing Date:** 04/13/2026
- **Hiring Agency/Seniority Unit:** Climate Innovation Finance Authority / Climate Innovation Finance Authority-MAPE
- **Division/Unit:** Climate Innovation Finance Authority / Financial Services
- **Work Shift/Work Hours:** Day Shift
- **Days of Work:** Monday - Friday
- **Travel Required:** Yes - Up to 10% of the time for occasional site visits and conferences
- **Salary Range:** \$29.25 - \$42.94 / hourly; \$61,074 - \$89,658 / annually
- **Classified Status:** Classified
- **Bargaining Unit/Union:** 214 - MN Assoc of Professional Emp/MAPE
- **FLSA Status:** Nonexempt
- [Designated in Connect 700 Program for Applicants with Disabilities:](#) Yes

The work you'll do is more than just a job.

At the State of Minnesota, employees play a critical role in developing policies, providing essential services, and working to improve the well-being and quality of life for all Minnesotans. The State of Minnesota is committed to equity and inclusion, and invests in employees by providing benefits, support resources, and training and development opportunities.

Job Summary

MnCIFA is hiring! MnCIFA is a mission-driven clean energy financing authority focused on impact investing with the paramount goal to provide green financing for the State of Minnesota. We are a new State Agency with the vibe of an entrepreneurial start-up.

We offer a hybrid work environment with three (3) days per week in office and two (2) days of telework. Telework can be outside of the state of Minnesota if the candidate lives in a state bordering Minnesota and lives 50 miles or less from the primary work location. Primary work location will be the Golden Rule Building in downtown St. Paul.

As Portfolio Manager, you will support all of the loan servicing, loan compliance and portfolio management activities for MnCIFA. The position will design, develop, implement, execute, manage, and continually improve loan servicing and portfolio management strategies, systems, policies, and processes. This includes compliance with loan repayment schedules and all contractual, funding, and reporting requirements. You will assess and monitor borrower risk and overall portfolio performance, manage loss reserve and identify trends or risks to ensure long-term viability.

Duties include:

- Developing and managing loan payment schedules.
- Tracking and monitoring loan agreements and payments.
- Assessing and monitoring borrower risk.
- Analyzing individual borrower's financials, monitoring overall portfolio performance, and identify trends or risks to ensure long term viability.
- Ensuring compliance with all contractual, funding, and reporting requirements.
- Managing impact and annual reporting to measure outcomes.
- Maintaining data collection tools, prepare unified portfolio reports for funders, provide insights for decision-making, and assess monitoring costs and potential credit risks.

Minimum Qualifications

Two (2) years of experience performing analysis, exercising judgment, and relying on knowledge in financial risk management, financial compliance, loan servicing, loan portfolio management, or a closely related field.

Applicants who meet the above experience requirements will be further evaluated based on the following:

- Experience in financial analysis, financial planning, and forecasting.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal control practices.
- Experience working with accounting systems, financial systems and/or loan servicing systems.

Preferred Qualifications

- Experience managing loan portfolio or other financial product portfolios.
- Experience in financing commercial or industrial infrastructure projects.
- Finance experience in the public sector or CDFI and banking sectors.
- Experience with collaborative software solutions (e.g. CRM, Loan Processing or Financial Software).

- Familiarity or experience with clean energy project finance or other financing related structuring and documentation.
- Experience or demonstrated interest in environmental sustainability, environmental justice, climate action, and/or economic development.

Physical Requirements

Requires occasional moving of articles such as boxes, accounting records, laptop computer, and portable printer.

Additional Requirements

Job offer is contingent upon passing reference checks to verify job-related credentials, a criminal background check and drivers' license check prior to your appointment.

How to Apply

To apply, go to <http://www.mn.gov/careers> and search for Job ID: 93144

Contact

If you have questions about this position, contact Anna Rollinger at anna.rollinger@state.mn.us or [651-539-1860](tel:651-539-1860).

To receive consideration as a Connect 700 Program applicant, apply online, email the Job ID#, the Working Title and your valid Proof of Eligibility Certificate by the closing date to Anna Rollinger at anna.rollinger@state.mn.us.

About Climate Innovation Finance Authority

The purpose of MnCIFA is to accelerate the deployment of clean energy projects, greenhouse gas emissions reduction projects, and other qualified projects through the strategic deployment of public funds in the form of grants, loans, credit enhancements, and other financing mechanisms.

Working together to improve the state we love.

What do Minnesota's State employees have in common?

- A sense of purpose in their work
- Connection with their coworkers and communities
- Opportunities for personal and professional growth

Benefits

As an employee, you'll have access to one of the most affordable health insurance plans in Minnesota, along with other benefits to help you and your family be well.

Your benefits may include:

- Paid vacation and sick leave
- 12 paid holidays each year
- Low-cost medical, dental, vision, and prescription drug plans
 - Fertility care, including IVF
 - Diabetes care
 - Dental and orthodontic care for adults and children
- 6 weeks paid leave for parents of newborn or newly adopted children
- Pension plan that provides income when you retire (after working at least three years)
- Employer paid life insurance to provide support for your family in the event of death
- Short-term and long-term disability insurance that can provide income if you are unable to work due to illness or injury
- Tax-free expense accounts for health, dental, and dependent care
- Resources that provide support and promote physical, emotional, social, and financial well-being

Support to help you reach your career goals:

- Training, classes, and professional development
- Federal Public Service Loan Forgiveness Program (Some positions may qualify for the Public Service Loan Forgiveness Program. For more information, visit the Federal Student Aid website at studentaid.gov)

Employee Assistance Program (EAP) for work/life support:

- A voluntary confidential program that helps employees and their families with life challenges that may impact overall health, personal well-being, or job performance
- Common sources of stress can be addressed through the EAP: mental health, relationship challenges (personal and work), grief and loss, finances, and legal issues
- Daily Living/Convenience Services: Chore services, home repair, trip planning, child/elder care

Programs, resources and benefits eligibility varies based on type of employment, agency, funding availability, union/collective bargaining agreement, location, and length of service with the State of Minnesota.

Minnesota state agencies are equal opportunity, affirmative action, and veteran-friendly employers. State agencies are committed to creating a workforce that reflects the diversity of the state and strongly encourages persons of color and Indigenous communities, members of the LGBTQIA2S+ community, individuals with disabilities, women, and veterans to apply. The varied experiences and perspectives of employees strengthen the work we do together and our ability to best serve Minnesotans.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex (including pregnancy, childbirth, and disabilities related to pregnancy or childbirth), gender identity, gender expression, marital status, familial status, age, sexual orientation, status regarding public assistance, disability, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law.

APPLICANTS WITH DISABILITIES

Minnesota state agencies make reasonable accommodations to their employees and applicants with disabilities. If you have a disability and need assistance in searching or applying for jobs with the State of Minnesota, call the Careers Help Desk at [651-259-3637](tel:651-259-3637) or email careers@state.mn.us and let us know the support you need.