

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Chief Financial Officer
<b>Supervisory Relationship</b>	Chief Executive Officer
<b>Work Location</b>	1801 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery, to create vibrant, healthier, and involved communities. Since its inception in 1990, TRP has leveraged over \$469 million dollars in community reinvestment.</p>
<b>General Job Description</b>	<p>The Resurrection Project seeks to transform its success in building healthy communities into a formal, methodical, national model that can be leveraged in order to transform some of the most troubled neighborhoods into communities of promise. The model is a transformative, adaptable process that creates healthy communities through three key strategic pillars: Community Ownership, Community Wealth Building, and Stewardship of Community Assets. TRP aims to strengthen public, private, and community stakeholders to provide the sustainable foundation that gives rise to healthy communities.</p>
<b>Summary and Objective</b>	<p>The CFO is responsible for directing the fiscal functions of TRP in accordance with generally accepted accounting principles issued by the Financial Accounting Standards Board, the Securities and Exchange Commission, and other regulatory and advisory organizations, in accordance with financial management techniques and practices appropriate within the industry. The CFO will assume day-to-day management responsibilities for TRP finances. The CFO will report to the CEO, work closely with the COO, and directly supervise key Comptroller and Accounting department staff. Critical to success will be for the CFO to be a strategic partner to the CEO and COO on all matters relating to their functions. The CFO will also play a key role in facilitating financial strategy development by introducing disciplined thought processes and concrete implementation steps in the execution of TRP's overall budgets in accordance with TRP's strategic plan. The CFO must demonstrate a high degree of creativity and positive thinking. The CFO should demonstrate a high ability for translating the broader concepts and visions of others into actionable policies. The CFO must possess a passion for devising tangible and concrete solutions, overcoming obstacles previously limiting this progress. The CFO must possess a deep understanding of, and commitment to, the mission and vision of TRP, as well as a demonstrated personal commitment to the communities served by TRP. As a result, the CFO will need to maintain a high degree of responsiveness to, and interaction with, TRP's Board of Directors, and specifically the Finance Committee.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Plan, develop, organize, implement, direct, and evaluate the organization's fiscal functions and performance.</li><li>• Lead an annual financial planning process.</li><li>• Participate in the development of TRP's plans and programs as a strategic partner with Pillar Heads and senior managers.</li><li>• Evaluate and advise on the impact of long-range planning, introduction of new programs/strategies, and regulatory action.</li><li>• Conduct departmental responsibilities to include recruitment, training, managing, and evaluating staff.</li><li>• Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the CEO, COO, Board, and other senior executives in performing their responsibilities.</li></ul>

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- Enhance and/or develop, implement, and enforce fiscal policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness.
- Oversee monthly closing of books, monitor of cash balances and cash forecasts, creation of actual vs. plan data analysis, and management of payables and receivables.
- Establish credibility throughout the organization and with the Board as an effective developer of solutions to fiscal and business challenges.
- Ensure that the company complies with all legal and regulatory requirements.
- Continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.
- Provide strategic financial input and leadership on decision-making issues affecting the organization such as evaluation of potential alliances, acquisitions and/or mergers, and pension funds and investments.
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position.
- Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Be an advisor from the financial perspective on any contracts into which the organization enters.
- Evaluate the financial division structure and team plan for continual improvement of the efficiency and effectiveness of the group, as well as provide individuals with professional and personal growth with emphasis on development opportunities for individuals.
- Educate management on financial issues impacting their departments and budgets.
- Oversee engagements with professional service providers such as accounting, tax, payroll services, 403(b) plans, bankers insurance providers, and outside counsel.
- Other duties as assigned.

### Essential Knowledge and Skills

- Master's degree in Finance, Business, Public Administration, Real Estate, Planning or other relevant discipline is desired.
- A minimum of 10 years' supervisory management experience in at least two distinct roles, responsible for overseeing operations of diverse functions. Experience in organizational change, strategic planning, market analysis, real estate project development, loan fund, and administrative management.
- Evidence of innovation in program development and delivery, proficiency and innovation in financial management and budget development and monitoring.
- Knowledge of community development finance tools including Low Income Housing Tax Credits (LIHTC), Tax Increment Financing (TIF), New Markets Tax Credits (NMTC), Public bonds etc.
- Knowledge and awareness in the operations of Community Development Financial Institutions (CDFI)
- Previous experience producing, interpreting, and executing real estate pro-formas.
- Previous experience is underwriting real estate projects and working with banking relationships.
- Previous experience working with community development and/or faith-based organizations.
- Previous experience working with nonprofits and other boards of directors.
- Success and lessons learned from experience in community/economic development, real estate, nonprofit management, and/or a relevant private sector field.
- Demonstrated strategic thinking and problem-solving
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial backgrounds.
- Excellent facilitator with strong listening, writing, and communications skills.
- Ability to motivate others and communicate enthusiasm for shared goals.

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**Position** Full-Time, Exempt  
**Classification**  
**Preparation Date** 6/2/17

**Statement of Equal Opportunity** The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

**Application Instructions** Please send resume and cover letter by email or mail. No phone calls please.

**Contact Information** Email: [trpjobs@resurrectionproject.org](mailto:trpjobs@resurrectionproject.org)  
Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608