

THE RESURRECTION PROJECT JOB DESCRIPTION

Position Title	Compliance & Reporting Analyst
Supervisory Relationship	Senior Property Manager
Organization General Description	<p>The Resurrection Project (TRP) is a 501(c)(3) community development organization. Founded by a coalition of Pilsen churches in 1990, The Resurrection Project's mission is to build relationships and challenge people to act on their faith and values to create healthy communities through organizing, education and community development. Currently, the organization primarily serves low and moderate-income families in Pilsen, Little Village, Back of the Yards and Melrose Park.</p>
Division Purpose	<p>The primary focus of the Property Management department is the management of TRP owned residential, commercial, and community properties.</p>
General Job Description	<p>The Compliance & Reporting Analyst is primarily responsible for assuring TRP's Properties are in compliance in TRP's operation of housing developments with Federal, state and local laws that are applicable to the building. This includes compliance with property Tenant Selection Plans (TSP) and Affirmative Fair Housing Marketing Plans (AFHMP) ensuring compliance with Low Income Housing Tax Credit (LIHTC) guidelines, Fair Housing Guidelines, the City of Chicago Resident Landlord Tenant Ordinance (RLTO) and other state or local laws and/or ordinances applicable.</p> <p>The immediate objective of the Compliance & Reporting Analyst is to ensure various compliance requirements for TRP managed properties. The Compliance & Reporting Analyst will work closely with Property Management staff to accomplish identified organizational goals.</p> <p>Additional duties of the Compliance & Reporting Analyst includes marketing collaboration, promotion and relationship building efforts related to other TRP initiatives, products, and/or services such as Community Programs, Attending CAPS meetings, Organizing, Financial Wellness, and Resource Development, and all activities towards achieving implementation of The Resurrection model.</p>
Primary Job Duties and Responsibilities	<ol style="list-style-type: none">1. Review applications submitted for approval verifying all compliance requirements for the programs are met.2. Analyze information given by applicants to determine eligibility.3. Update forms and/or procedures where needed or offer suggestions to expedite processes and/or procedures.4. Periodic interaction with local governmental offices, funders, investors relative to marketing and/or leasing efforts.5. Ensure adherence with Fair Housing Laws, City of Chicago Resident Landlord Ordinance (RLTO), and any other applicable state and local ordinances or laws.6. Ensures that all compliance requirements of the properties and applicant and that tenant/applicant files are completed accurately and in a timely manner.7. Complete monthly compliance reports and/or requests for financials.8. Verify leasing documents are in compliance with program requirements.9. Complete Class 9 reports.10. Schedule annual inspections of funders, investors, partners etc..11. Complete pre inspections with managers prior to the scheduled visits and afterwards creating work orders to ensure for no physical deficiencies.12. Assist managers in creating binders of all relevant documents for each development.13. Ensure reports are completed timely.14. Audit resident files making notes of issues and ensuring they are all compliant.

15. Complete annual compliance packages as required.
16. Follow up with the managers to review the Tenant Income certification (TIC) forms drafted prior to lease renewal.
17. Approve TIC forms and prepare the lease package appropriate to each property.
18. After finding letters are received compile documents including any completed work orders and submit within deadline set.
19. Develop and maintain working knowledge of Chicago Landlord Tenant Ordinance, Fair Housing law, and regulatory agreements with financial supporters, including but not limited to, programs with: the City of Chicago Department, Illinois Housing Development Authority (IHDA), HUD, CHAC, CLIHTF, LIHTCs, financial institutions, and other sources of renter subsidies and affordable rental financing.
20. Cultivate, manage, and expand relationships with TRP member institutions, leaders, and partners to promote TRP's rental goals and organizational mission.
21. Assist in the development and implementation of the Affirmative Fair Housing Marketing Plans (AFHMP), and other marketing plans for TRP's rental housing opportunities.
22. Represent TRP and actively market TRP's housing opportunities at workshops, housing fairs, and other public events.
23. Maintain required job skills and all professional competencies. Attend and participate in required educational programs and staff meetings.
24. Perform other duties as assigned.

Performance Measures

1. Achievement of leasing goals and marketing goals.
2. Timely, quality production of performance reports, marketing/communication materials.
3. Timely follow-up with participants and accurate tracking of all communication.
4. Update waiting lists minimally twice a year or as required.
5. Knowledge of community rental competition and community amenities and resources available.
6. Professional written and verbal communication with applicants and residents alike.
7. Effective, accurate and consistent execution of day-to-day responsibilities.
8. Effective, strategic development of relationships with member institutions, peers, leaders and partners.
9. Active participation in required staff meetings and programs.

Essential Qualifications and Skills

1. Current Illinois Leasing License and/or the ability to obtain within 3 months of employment as requested.
2. Certified Occupancy Specialist (COS) or experience in marketing, real estate rentals and or sales, non-profits and/or community housing development and/or the ability to obtain designation as requested.
3. Ability to multitask and work in a fast paced environment.
4. Working knowledge of LIHTC guidelines and/or Tax Credit Specialist (TCS) designation and/or the ability to obtain within 3 months of employment as requested.
5. Public Housing rental housing guideline knowledge or the ability to obtain the RIM Public Housing Rent Calculation designation within 6 months of employment.
6. Attendance of the CHA Yardi training and passing the exam ensuring for the issuance of a Yardi password.
7. Bilingual in Spanish preferred
8. Proficient knowledge of MS Office, MS Excel and Internet required.
9. Excellent written and oral communications skills; demonstrated public presentation skills.
10. Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
11. Highly motivated and demonstrated ability to work independently as well as part of a team.
12. Attention to details.

**Special Working
Conditions and Demands**

1. Willingness to work flexible hours as needed; evenings and weekends required.
2. Access to a car, valid driver's license, and ability to travel within 40 miles of office.
3. Must be able to visit construction work sites/hard hat areas, including walking and maneuvering on uncompleted floor surfaces, among construction materials and debris, and climbing stairs and ladders

**Position Classification &
Salary**

Fulltime Exempt Salary

Prepared By

Dorian Cornelius, Director of Property Management

Preparation Date

December 21, 2018

**Statement of Equal
Opportunity**

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, or disability.

To Apply

Send resume and cover letter describing your skills and interest to trpjobs@resurrectionproject.org. No phone calls please.