

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Director of Financial Wellness
<b>Supervisory Relationship</b>	VP of Financial Wellness
<b>Work Location</b>	Primarily Pilsen; occasionally offices in Back of the Yards and Melrose Park; general office environment.
<b>Organization General Description</b>	After 28 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. Our efforts have resulted in leveraging more than \$500 million in community investment.
<b>Pillar Purpose</b>	TRP's Community Wealth Building Pillar builds financial empowerment and lays the foundation for economic vitality so individuals and business owners can directly invest in the community and have a visible stake in its destiny. Individuals and families are placed on the path of financial stability through financial coaching, homeownership education, foreclosure prevention, and access to affordable and appropriate financial products. TRP was recently designated as a Community Development Financial Institution (CDFI).
<b>General Job Description</b>	<p>In support of its mission, The Resurrection Project seeks a team leader with energy, innovation, and leadership to execute Financial Wellness programming. The Director of Financial Wellness is responsible for the administration of TRP's homeownership and financial empowerment counseling and education. Main duties include the implementation of TRP's financial education and housing counseling programs, development of educational programs, supervision of staff, and building relationships with industry professionals. Department services include pre- and post-purchase counseling, foreclosure counseling, financial coaching, and educational workshops. Approximately 20% of the Director's time is spent providing direct service (counseling and workshops) and 80% of time is spent performing administrative and supervisory duties.</p> <p>The Director of Financial Wellness is a member of the Financial Wellness department and the Community Wealth Building Pillar and works with other staff to further TRP's mission through the promotion of financial capability, sustainable homeownership, and wealth building.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Establishes and monitors procedures to ensure smooth operation of programs and quality client services in the areas of homeownership, financial capability, and post-purchase counseling and workshops.</li><li>• Monitors and ensures compliance of programs and contracts in accordance with HUD and other entities.</li><li>• Supports VP of Financial Wellness with the oversight of the department budget, staff, facilities, materials and equipment, and other assets to ensure responsible control and utilization of TRP resources.</li><li>• Develops and oversees the implementation and marketing of educational programs within the community, including financial education, pre- and post-purchase workshops, foreclosure prevention workshops, and individual counseling services.</li><li>• Develops and manages FW staff, including recruitment and selection; scheduling and job assignments; counseling and coaching; development and training; performance evaluation; and other personnel actions in accordance with relevant policies and procedures.</li><li>• In alignment with TRP's strategic plan, develops goals, objectives, and workplans for the department and ensures they are achieved. This includes work plans and compliance for</li></ul>

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projects from funding intermediaries and financial institutions, including, but not limited to UnidosUS, IHDA, NALCAB, MAF (Lending Circles).

- Leads the integration of Financial Wellness across TRP’s target communities and within internal departments/programs, such as immigration legal services, community organizing, and affordable housing.
- Oversees the “Ventanilla de Asesoría Financiera,” an initiative that brings financial capability services to the Mexican Consulate of Chicago.
- Provides one-on-one financial counseling, including individualized Financial Action Plans, and group education to community residents.
- Cultivates, manages, and expands relationships with financial institutions, corporations, government agencies and others to facilitate new investments into TRP’s service area and further TRP’s Financial Wellness goals and the organization’s mission.
- Identifies and/or develops new loan products and services to assist clients with various homeownership and loan product needs.
- Oversees the maintenance of accurate client records, data, and reporting systems in TRP’s new CRM, Salesforce, to effectively track client and program achievements and community impact.
- Supports grant writing efforts for Community Wealth Building funding opportunities.
- Maintains required job skills and core professional competencies.
- Attends and participates in required educational programs and staff meetings. This includes conferences, meetings, and trainings across the city, region, and country.
- Performs other duties as assigned.

### Essential Knowledge and Skills

- Bachelor's Degree and five years’ experience in housing counseling, community development, finance, real estate, social work or related field, or equivalent experience required. Master’s Degree preferred.
- Experience in workshop development and adult education, lending and financial services, teaching, and/or counseling; HUD Housing Counseling Certification a plus.
- Direct experience in implementation, development, and/or management of federal, state, or local housing programs and initiatives.
- Bilingual in English and Spanish required.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Excellent verbal and written communication; experience with marketing and sales a plus.
- Excellent organizational skills and the ability to prioritize multiple tasks and duties.
- Demonstrated public presentation skills.
- Proficient knowledge of MS Office and Internet required; Smartsheet and Salesforce preferred.
- Highly motivated and demonstrated ability to work independently as well as part of a team, problem solve, and be persistent.
- Attention to details.

### Special Working Conditions and Demands

- Willingness to work flexible hours as needed; some evenings and weekends required.
- Access to a car, valid driver’s license, and ability to travel within the metropolitan area and sometimes out of state.

### Position Classification Preparation Date

Full-Time, Exempt  
December 17, 2018

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### 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

To learn more about The Resurrection Project, please visit [www.resurrectionproject.org](http://www.resurrectionproject.org)