



THE RESURRECTION PROJECT

Position Title Community Development Fellow

Supervisory Relationship Chief Real Estate Development Officer

Organization General Description

The Resurrection Project (TRP) builds trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. TRP is a leading provider of affordable housing, financial education, and immigration services on Chicago's Southwest side.

During the past three decades TRP, has worked to improve the lives of individuals and families by creating wealth, building assets, and engaging residents to be catalysts for change. Rooted in the Pilsen community, TRP's impact now extends across the City of Chicago and through the State of Illinois; we are making steady progress towards leveraging and preserving more than \$1 billion in community wealth by 2025.

TRP MODEL



General Job Description

The Community Development Fellow will work closely with the Chief Real Estate Development Officer on a variety of projects ranging in stages of planning and construction. The Fellow should understand the effects of displacement and gentrification on communities of color, be interested in mitigating these effects through the development of affordable housing and be inclined to work on the financing aspects of development.

Primary Job Duties and Responsibilities

- Assists in project planning, site assessment, and property acquisition.
- Works on financing packages and predevelopment due diligence including the development of pro-forma budgets.
- Conducts research on diverse acquisition and finance strategies.
- Assists in managing development team relationships in the legal, construction, and finance fields.
- Prepares applications and progress reports.
- Attends community meetings as needed and incorporates feedback into planning.
- Maintains required job skills and core professional competencies.
- Other duties as assigned.

Performance Measures

- Achievement of overall goals.
- Handles detailed, complex concepts and problems and makes rapid decisions regarding management and development issues.
- Demonstrates initiative and work as a team player.
- Adheres to the highest ethical standards in management, governance, and fund development.
- Conveys a professional and positive image and attitude regarding the organization and the nonprofit sector.
- Demonstrates commitment to continued professional growth and development.
- Effective, strategic development of relationships with peers, funders, community residents, leaders, and partners

Essential Knowledge and Skills

- Bachelor's Degree is the minimum educational requirement. Master's degree in urban planning preferred.
- Knowledge and familiarity with Chicago's southwest communities, particularly Pilsen and Back of the Yards.
- Proficient knowledge of Excel, Mapping, and Project Management programs required.
- Strong analytic and strategic thinking skills. Ability to work as part of a team. Wellorganized, strong attention to detail and ability to work on multiple projects.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds.
- Excellent written and oral communication skills.
- Bilingual English/Spanish preferred.

Special Working Conditions and Demands

- Ability to meet a constant stream of deadlines.
- Proven ability to work both independently and collaboratively.
- Must be able to work some evenings and weekends as needed.

Position Classification & Salary

Full-Time, Exempt. Salary commensurate with experience.

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, or language (any language use not related to job duties). In addition to federal law requirements, The Resurrection Project complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

To Apply

Interested parties should send a cover letter and resume to trpjobs@resurrectionproject.org. No phone calls please.

I acknowledge the receipt of the job description; I have read and understand the responsibilities associated with the position and agree to perform the duties to the best of my ability.

Employee Name: _____

Employee Signature: _____

Date: _____