



## **Position Description**

### **Chief Operating Officer The Resurrection Project**

*The Resurrection Project is a neighborhood organization whose 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.*

-The Resurrection Project-

### **Background**

The Resurrection Project (TRP) is a 501(c)(3) community based organization founded by a coalition of Pilsen Catholic churches in 1990 with a seed capital of \$30,000. TRP is an innovative and visionary community development and advocacy organization that has leveraged more than \$200 million in community reinvestment through the development of hundreds of units of affordable housing, development of community facilities including two family day care centers, office space for not for profit organizations and commercial spaces for local businesses. TRP also runs one of Chicago's most successful Financial Services counseling program's which over the years has aided thousands of families to buy homes, mitigate foreclosure situations and provide comprehensive financial literacy workshops. In addition, TRP is the lead agency for implementing a comprehensive community quality of life plan with more than twenty other community based organizations. The plan includes strategies in housing, education, economy, families, community image and bridging the digital divide for area residents. Finally, TRP has built institutional power through its community organizing and advocacy efforts by developing and preparing leaders to actively participate in both local, regional and national issues, including immigration reform, education, healthcare, housing and safety.

TRP delivers its programs and services primarily to low and moderate income Latino families on Chicago's southwest side as well as the western suburbs.

### **Current Situation**

A committed and passionate Board of Directors combined with the leadership of TRP's Chief Executive Officer, Raul Raymundo, have built an organization that often serves as a model for institution-based community development organizations. This year TRP is celebrating its 20<sup>th</sup> anniversary celebration and

is embarking on a new strategic planning process for the next five years. With its various accomplishments over the last twenty years the stage is now set for TRP to further capitalize on its inherent strength to fulfill its mission. Hence, TRP realizes the need to provide the CEO and Board with the freedom to focus more on a strategic vision to grow and expand purposefully to serve more families in its targeted areas and beyond. As a result, TRP is now actively recruiting a Chief Operating Officer (COO) who will be responsible for day-to-day management of the organization.

### **Specific Role and Major Responsibilities**

The COO will serve as a key support resource for the CEO to whom (s)he will report. (s)he will assume day-to-day management responsibilities for TRP thus freeing the CEO to focus on broader strategic matters. The COO will not only manage and rally the staff internally but also serve to communicate organizational requirements and propose solutions to the CEO. This individual will also implement and/or enforce management decisions as required.

The COO will directly supervise TRP's Senior Management team and will establish a consistent environment of common vision and professionalism; provide strategic and financial oversight for TRP's key areas. (s)he will also address the ongoing leadership development and training requirements of TRP's Senior Staff.

The COO will also play a key role in facilitating strategy development by introducing disciplined thought processes and concrete implementation steps in the execution of TRP's new strategic plan. The ideal candidate needs to demonstrate a high degree of creativity and positive thinking. (s)he should demonstrate a knack for translating the broader concepts and visions of others into actionable policies. The COO needs to possess a passion for devising solutions, regardless of what obstacles may need to be overcome.

The ideal candidate for this role will be an individual who possesses a deep understanding of and commitment to the vision of TRP. The COO needs to possess a personal connection to the communities served by TRP. As a result, the COO will need to maintain a high degree of responsiveness to and interaction with TRP's Board who are the primary representatives of the community. The COO will also frequently serve as the public face of the organization. Furthermore, (s)he will be called upon to assume, as required, the responsibilities of the CEO in his absence.

Responsibilities are as follows:

- Maintain close partnership with CEO.

- Provide overall direction for TRP's daily operations and provide oversight of administrative and staff issues.
- Directly supervise the work of TRP's Senior Staff. Responsibilities will include recruitment and selection; counseling and coaching; development and training; performance evaluation; and recommending salary, disciplinary and other personnel actions in accord with relevant policies and procedures.
- Work with TRP Senior Staff to develop operating budgets for their respective divisions.
- Work with TRP Senior Staff to develop strategic, business and/or work plans for their respective divisions.
- Convene and lead regularly scheduled TRP Senior Staff meetings.
- Ensure that both programmatic and financial decisions are made in a timely manner and are within the framework of the organization's strategic goals and objectives.
- Provide strategic insight into the issues being addressed by the organization.
- Play a key role in the representation and reinforcement of the mission, goals and values of TRP.
- Serve as a key resource and key contact point for the Board of Directors by facilitating communication between Board members as well as between the Board and the CEO.
- Work with CEO to develop organizational frameworks for the identification, discussion, prioritization and implementation of TRP initiatives.
- Identify and communicate opportunities for cooperation and optimization of available community resources.
- Ensure the smooth and effective operation of both facilities and ongoing overall programs.
- Other duties as required.

**Professional Characteristics Required**

- At least five years of supervisory management experience within a complex organization overseeing operations of diverse functions. The

ideal candidate will have experience in such areas as organizational change, strategic planning, market analysis, project development and administrative management.

- Proficiency in financial management and budget development/monitoring.
- Previous experience working with community development and/or faith-based organizations.
- Previous experience working with non-profit boards.
- Previous experience in community/economic development, real estate, not-for-profit management and/or a relevant private sector field.
- A Bachelor's degree is required. A Master's degree in Business, Public Administration, Planning or other relevant discipline preferred.

### **Personal Characteristics**

- Understanding of and commitment to the mission and vision of TRP. The ideal candidate should possess a passion for community service.
- The willingness and ability to make a practical and meaningful contribution to the creation of a longer term strategic vision for TRP.
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial backgrounds.
- A history of involvement with low/moderate income communities and a commitment to community based, asset based, people empowering efforts.
- High degree of comfort/shared values with the institution-base and faith language which are central to the mission of TRP.
- Excellent listening, writing and communications skills.
- Strong diplomat and facilitator.
- Ability to motivate others and communicate enthusiasm for the shared goal.
- Demonstrated strategic thinking and problem solving skills.

**Compensation**

The Resurrection Project offers a competitive compensation and benefits package for this position that is commensurate with experience.

Please send cover letter, bio, resume and salary requirements to:

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