



Position: Senior Program Manager, Immigrant Justice Partnerships
Supervisory Relationship: Senior Director, Immigrant Justice Partnerships

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



Department Description:

The goal of TRP’s Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, offer holistic community-based immigration legal services, and work in coalitions to expand access to legal representation.

General Job Description:

The Senior Program Manager, Immigrant Justice Partnerships’ primary function will be to oversee the funding programs managed by The Resurrection Project’s Immigrant Justice team, including supervising a team of program managers. The Senior Program Manager will work collaboratively with the program managers and senior director to coordinate programming for partner organization staff and community navigators, lead in material development and dissemination, and mobilize partners for on-going advocacy efforts.

Primary Job Duties and Responsibilities:

Program Oversight

- Provide oversight and thought leadership to the design, implementation, and on-going management of the immigrant justice grant programs;
- In partnership with the Immigrant Justice Leadership Academy team, devise, manage, and coordinate training and technical assistance for participating organizations in the form of in-person trainings and convenings, webinars, and conference calls, and other means as appropriate;
- Lead in planning and execution of events for the network, including kickoffs, summit, celebrations, and other convenings;
- Provide support to the development of application, review, and selection processes for funding;
- Lead in program evaluation and data collection around program deliverables, including developing reporting templates and preparing periodic reports to funders;
- Provide direction and oversight for material development, including training materials, social media graphics, one pagers, etc. in response to policy or program updates;
- In partnership with program managers, mobilize partner organizations to participate in budget advocacy efforts;
- Develop and maintain strategic community partnerships with other community-based organizations, government agencies, foundations, elected officials, and other stakeholders;
- Assist in identifying funding opportunities and proposal design / development;
- Engage frequently in strategic thinking particularly as it relates to the development of the capacity building programs and provide recommendations as needed; and
- Assist Senior Director in managing budget, evaluation methods, and reporting related to grants and ensuring compliance.

Team Management

- Identify, recruit, train, support, develop, and evaluate a talented, high-performing team of staff to implement effective and responsive programming; and
- Ensure that the responsibilities, authority, and accountability of all direct team members are defined and understood.

General Management

- Maintain open and ongoing communication with the Senior Director of Immigrant Justice Partnerships and other key positions;
- Participate in required educational programs and staff meetings;
- Maintain required job skills and core professional competencies; and
- Perform other duties as assigned.

Essential Qualifications and Skills:

- Minimum of 5 years of experience working with immigration legal services or immigrant advocacy groups;
- Experience with supervision of staff, volunteers, or interns required;
- Bilingual in English and Spanish preferred;
- Demonstrated leadership in the legal services sector or immigrant rights organizations;
- Demonstrated ability to work in partnership with residents, local leaders, and all nonprofits to strengthen and advance multiple aspects of legal services programs;
- Strong verbal and interpersonal communication skills, including the ability to listen well, convey thoughts clearly, speak in public, and work effectively as a member of a team;
- Excellent analytical, writing, and organization skills with the ability to work well under pressure, multi-task, and meet established timelines and goals;
- Demonstrated skills in facilitation, relationship building, and collaborative planning;
- Ability to communicate thoughts and ideas effectively and to effectively interpret general policy, criteria, and procedures for specific situations as it relates to immigration legal services and/or removal defense;
- Technical skills in Microsoft Office (Word, Excel, Power Point, Outlook) and proficiency with data systems and government grant reporting

- Ability to deal effectively and professionally in stressful situations and with a high volume of public and professional inquiries while exhibiting sound judgment and using discretion
- Demonstrated ability to build relationships and work effectively with people of diverse social, faith, economic and racial/ethnic backgrounds

Salary Range: \$75,000 - \$85,000

Special Working Conditions and Demands:

- Willingness to work flexible hours; evenings and weekends required periodically
- Access to a car, valid driver's license and insurance, and ability to travel throughout the state

Position Classification:

Full-Time, Exempt

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.