



**Position:** Foreclosure and Bankruptcy Specialist

**Location:** Chicago, IL (may consider remote)

**The Organization:**

Self-Help is a leading national community development financial institution headquartered in Durham, NC. Since 1980, Self-Help has provided over \$7 billion in financing to 146,000 families, individuals and businesses. It helps drive economic development and strengthen communities by providing responsible financial services; lending to individuals, small businesses and nonprofits; developing real estate; and promoting fair financial practices across the nation. The Self-Help family of nonprofit organizations includes Self-Help Credit Union, Self-Help Federal Credit Union, Self-Help Ventures Fund and the Center for Responsible Lending. Through its credit union network, Self-Help serves over 145,000 people in North Carolina, California, Chicago and Florida. Learn more at [www.self-help.org](http://www.self-help.org), [www.self-helpfcu.org](http://www.self-helpfcu.org) and [www.responsiblelending.org](http://www.responsiblelending.org).

**Position Description:**

Self-Help is seeking a Foreclosure and Bankruptcy Specialist to join our team. This position manages foreclosure and bankruptcy across the Self-Help family of credit unions and mortgage insurance (MI) company reporting and claims, as well as management of state Housing Finance Agency (HFA) foreclosure prevention programs.

**Essential Responsibilities:**

- Refer loans approved for foreclosure to the relevant firms in a timely manner, providing a complete and thorough package.
- Monitor foreclosures throughout the process, assuring that our retained firms manage our foreclosures in an appropriate and efficient manner.
- Provide all items and affidavits as requested by legal counsel in a timely manner. Review all affidavits for accuracy prior to submitting to a vice president for signature.
- Maintain a pipeline of referred foreclosures to provide a real-time recap of key activity and current status.
- Work closely with the Property Disposition Specialist to ensure foreclosure bids are submitted timely and properties are well-managed in the transition from foreclosure to REO (real estate owned).
- Work closely with the Mortgage Loss Mitigation Associate to ensure collateral protected throughout the foreclosure process.
- Manage borrowers who have declared bankruptcy by monitoring court and trustee action, filing timely proofs of claim and referring to legal counsel for execution of motions for relief as needed.
- Maintain accurate notes and images of relevant documents for bankrupt members and loans in foreclosure in our collections software.

- Maintain a pipeline of bankruptcies allowing for a real-time recap of activity, inclusive of the law firm, the assigned lawyer, and current status.
- Monitor repayment plans and make collections calls as needed.
- Ensure a strong back-up staffer is in place to cover all assigned duties.
- Manage monthly Mortgage Insurance reporting and file timely claims post-foreclosure, responding to additional requests for information from the MI companies.
- Serve as backup to the Property Disposition Specialist when they are out of the office.
- Perform other duties as may be deemed necessary.

**Minimum Qualifications:**

- High School diploma or equivalent.
- Three (3) to five (5) years' experience in financial services, preferably mortgage lending related.
- Strong interpersonal skills, including the ability to effectively deal with people who may be under stress and the ability to handle member complaints and irate borrower(s).
- Ability to communicate clearly and effectively with members both internally and externally.
- Understanding of mortgage lending principles and products, particularly the bankruptcy and foreclosure process.
- Keen attention to detail.
- Ability to effectively plan, organize and prioritize work independently and to also contribute to the overall success of the team.
- Mathematical skills including calculating figures and amounts such as discounts, interest, and percentages.
- Proficiency with Microsoft Word and Excel.

**Desired Qualifications:**

- College degree preferred.
- Prior foreclosure and bankruptcy experience preferred.
- English/Spanish fluency desired.

**Physical Requirements:**

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 10 pounds.

**Compensation:**

Competitive nonprofit salary, based on experience, plus a generous benefits package.

**Application:**

To apply, send resume and cover letter, describing why you are a fit for this position, to [cahiringmanager@self-helpfcu.org](mailto:cahiringmanager@self-helpfcu.org). Please include the position title as the subject. Application must be received by **June 8, 2018** to ensure consideration. Applications received after this date may or may not be considered, depending on the applicant pool. The position will remain posted until filled.

**Self-Help is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, gender, religion, disability that can be**

**accommodated, marital status, ancestry, nationality, family status or sexual orientation.**