

Position: 1949 Foreclosure & Bankruptcy Specialist

Location: Chicago, IL

The Organization:

Self-Help is a leading national community development financial institution headquartered in Durham, NC. Since 1980, Self-Help has provided \$8.5 billion in financing to 159,000 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 150,000 people in North Carolina, California, Chicago, Florida and South Carolina. Learn more at www.self-help.org, www.self-helpfcu.org and www.responsiblelending.org.

Position Description:

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

Essential Responsibilities:

- Refer loans approved for foreclosure to the relevant firms, denoting the same within the New Solutions system.
- 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.
- Proactively manage the organization wide EBN (Electronic Bankruptcy Notice) mailbox to ensure coverage for all incoming names.
- Maintain accurate notes and images of relevant documents for bankrupt members and loans in foreclosure in New Solutions.
- 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.
- 3 to 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.

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 40 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 hiringsmanager@self-help.org. Please include the position title as the subject. Application must be received by **DATE(~2weeks)** 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, religion, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression (including transgender status), age, sexual orientation, military and veteran status, class or family status.