



Inland Fair Housing and Mediation Board  
A HUD Approved Housing Counseling Agency

**p:** 800.321.0911 | **f:** 909.460.0274 | **e:** info@ifhmb.com | **w:** www.ifhmb.com

### **Available Position: President and Chief Executive Officer (CEO)**

For over 35 years, the mission of Inland Fair Housing and Mediation Board (IFHMB) has been to eliminate discriminatory housing practices throughout Southern California, and promote civil rights and fair housing nationwide. IFHMB meets these objectives through extensive education, outreach, and enforcement activities that include:

- Working with municipal partners in maintaining inclusive, sustainable, and diverse communities;
- Educating housing providers, tenants, community stakeholders, and municipal staff on federal and state fair housing rights and responsibilities;
- Participating in community engagement activities that promote fair housing and other programs and services;
- Enforcing the fair housing act through quality investigative activities and filing of administrative and judicial complaints.
- Reducing conflicts in landlord/tenant relationship through education and mediation;
- Providing a comprehensive housing counseling program to support increased homeownership opportunities and financial stability; and
- Making available to the public mediation services in civil, family law, unlawful detainer, and small claims actions for the resolution of disputes as an alternative to utilizing the court judicial system.

IFHMB seeks a creative, accomplished, and energetic individual with exceptional leadership ability to fill the position of President and CEO. This position reports to the Board of Directors and has primary responsibility for ensuring administrative and organizational effectiveness by providing strong leadership for the organization's operational, administrative, and budgetary functions. The President and CEO ensures that the agency's mission is accomplished through:

- Working with the Board to develop strategic plans to carry out IFHMB's mission into the future;
- Directing the staffing and implementation of IFHMB's programs and services, including fair housing education, outreach, and enforcement activities; legal department; landlord-tenant mediation; housing counseling; and alternative dispute resolution;
- Enhancing IFHMB's public profile by being active and visible in the community and working closely with local and national professional, civic, and private organizations, and IFHMB funders; and
- Directing agency fundraising efforts through grantwriting and other methods, and serve as the agency point of contact for all contracted activities.

**Ontario**  
(909) 984-2254  
1500 S. Haven Avenue, Ste 100  
Ontario CA 91761

**San Bernardino**  
(909) 888-3763  
330 N. D Street, Suite 357  
San Bernardino, CA 92401

**Victorville**  
(760) 243-2412  
15428 Civic Dr. Suite 225  
Victorville, CA 92392

**Indio**  
(760) 775-3151  
45110 Oasis St.  
Indio, CA 92201

**El Centro**  
(760) 482-5773  
444 South 8th St. Suite C-1A  
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### **Key Duties:**

- Planning and operation of annual budget.
- Administer payroll, oversee employee benefits, and other necessary human resource related activities.
- Establishing employment, administrative, and accounting policies and procedures for all functions and for the day-to-day operations of IFHMB.
- Serves as IFHMB's primary spokesperson to the organization's constituents, the media and the general public.
- Establishes and maintains relationships with funders and other organizations throughout the region and country and leverage relationships to strategically enhance IFHMB's mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of IFHMB.
- Write grants and other funding proposals.
- Supervise, train, and collaborate with organization staff.
- Work with Board and management team on strategic planning and implementation.
- Oversee Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.

### **Personal Attributes/Competencies Required:**

- Personal alignment with IFHMB's unique mission.
- Transparent and high integrity leadership.
- Five or more years of nonprofit management experience, including knowledge of fundraising strategies, donor relations, and grants management unique to nonprofit sector.
- Solid, hands-on, budget management skills.
- Strong organizational abilities including planning, delegating, program development and facilitation.
- Ability to convey a vision of IFHMB's strategic future to staff, Board, funders, and community members.
- Advanced ability to identify, cultivate and manage strategic and mutually beneficial business relationships.
- Proactive, organized and professional approach to identifying, pursuing and developing business opportunities.
- Ability to motivate and lead a small team of idealistic individuals.
- Superior written and oral communication and presentation skills.
- Knowledge of government contract management, experience in organizational effectiveness, and operations management implementing best practices.
- Ability to develop and implement business processes that provide foundational support for new business development.

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**Education Required:**

- Bachelor's degree in Organizational Management, Business, Public Administration, Marketing or other educational programs that will provide the knowledge and experience necessary to carry out the referenced objectives.
- Master's and/or Juris Doctorate degree preferred.

**Salary:** Competitive salary and benefits package including paid health and life insurance, and 403(b) retirement plan.

To apply for this position, please email a resume and cover letter to the Hiring Committee at ExecSearch@ifhmb.com. IFHMB will be accepting applications until July 27, 2018.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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