

# FAIR HOUSING

## CENTER OF WASHINGTON

Embracing Diversity, Advocating Equality

### JOB DESCRIPTION

**TITLE: EXECUTIVE DIRECTOR**

**AGENCY: THE FAIR HOUSING CENTER OF WASHINGTON**

In existence since 1985, the Fair Housing Center of Washington (FHCW) is a nonprofit civil rights fair housing agency serving western and central Washington in a 23-county area. The FHCW accepts intake of housing discrimination complaints for investigation, conducts fair housing testing to substantiate housing discrimination, and performs fair housing training for consumers and housing providers. As a central feature of its mission, the FHC collaborates with regional jurisdictions to fulfill the federal Department of Housing and Urban Development's (HUD) efforts to affirmatively further fair housing in our communities. FHCW is primarily funded by HUD grants and supported by a small, professional staff and a dedicated board of directors.

#### **THE FHCW MISSION:**

The mission of the Fair Housing Center of Washington is to assure equal access to housing and other related services to the residents of Washington. The organization will achieve this purpose through education, investigation, and enforcement of applicable laws.

#### **THE EXECUTIVE DIRECTOR POSITION:**

Under the direction of the Board of Directors, the Executive Director of the Fair Housing Center of Washington is responsible for the overall administration and management of the agency. The Executive Director engages staff in the planning and implementation of a broad range of fair housing services throughout western and central Washington.

#### **Specific Duties:**

1. Provide for the development and administration of the agency's \$450K annual budget and assure the long-range financial stability of the agency, including grant-writing, fundraising, and project planning.
2. Administer agency personnel policies and procedures, including all employment procedures and staff evaluation processes.
3. Promote a safe, positive, inclusive, respectful working environment, free from discrimination and harassment.
4. Develop and maintain management systems for the successful implementation of program services of the agency, including grant and contract management.
5. Ensure the FHCW's compliance with reporting requirements of all funding entities, including complaint and testing case management.
6. Promote the mission and vision of the agency with public and private community partners.

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7. Assist the Board of Directors in developing long range plans for the strategic advancement of the agency's established mission.
8. Design, deliver, oversee, and evaluate the effectiveness of training for diverse audiences.
9. Collaborate with local, regional, and national fair housing, social justice, and other community and governmental organizations engaged in FHCW mission-related work.
10. Administer, review and update agency and board policies, as necessary, with proper authorizations.

### Minimum Qualifications:

1. Four or more years of progressively responsible work directly related to the duties of the position, including at least two years in a managerial/supervisory capacity.
2. Bachelor's Degree.

### Desired Experience and Skills:

1. Knowledge of and experience with local, state, and/or federal Fair Housing laws, regulations, programs, and organizations.
2. Demonstrated success in the development and management of an agency's annual budget.
3. Knowledge of and experience with HUD Programs, including Testing (Private Enforcement Initiative), Affirmatively Furthering Fair Housing (Analysis of Impediments to Fair Housing), and Education and Outreach.
4. Knowledge of and experience with contract compliance and reporting requirements; investigating and filing discrimination complaints; legal case management; and working with contract attorneys on federal lawsuits, negotiations, settlements, mediations, and fact-finding.
5. Successful history of managing grants and contracts; grant writing; fundraising; and project development.
6. Experience performing research and compiling statistics.
7. Community advocacy experience, specifically regarding issues relevant to housing discrimination.
8. Prior experience recruiting, supporting, evaluating, mentoring, and motivating staff.
9. Excellent writing and public speaking skills.
10. History of ethical behavior (e.g., regarding requirements of confidentiality and conflict of interest), and respectful and effective working relationships with individuals and communities with diverse identities, perspectives, and interests.
11. Bi-lingual language skills for languages relevant to the Tacoma-Pierce County community.
12. Master's Degree or legal experience.

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## Required Supplemental Essay Questions:

1. The mission of the Fair Housing Center of Washington is to assure equal access to housing and provide other related services to the residents of Washington. In 500 words or less, please describe how your paid or volunteer work, your education, and/or your experience has prepared you to effectively lead a non-profit agency with a civil rights mission.
2. The Executive Director of the Fair Housing Center of Washington is responsible for the overall administration and management of the agency. In 500 words or less, please describe your management and/or leadership philosophy, and describe how your lived or work experience has informed your preferred leadership style. Please address how you plan to engage, retain, develop and reward existing staff of the agency.
3. The Executive Director is principally responsible for securing grant funding, developing an annual budget of approximately \$450,000, and assuring the long-range stability of the agency. In 500 words or less, please describe the steps you would take in the first 90 days to understand the state of the agency and develop a strategy for its continued growth and stability.

Salary Range: \$87,500 – \$92,000 + Benefits + Retirement and Earned Leave

Application Must Include: Resume, Cover Letter, Essay Questions.

\*Application packages not containing these elements will be deemed non-responsive.

Please email application materials to [searchcommittee@fhcWASHINGTON.org](mailto:searchcommittee@fhcWASHINGTON.org)

Application Deadline: Open until filled. First round of applications are due December 15, 2017 by 5:00pm Pacific Time.

**Note:** The Fair Housing Center of Washington is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, creed, disability, national origin, gender identity, political or union affiliation, marital status, sexual orientation, or other non bona-fide job requirements.

## Reasonable Accommodations:

Applicants in need of a reasonable accommodation are encouraged to call (253) 274-9523.