

Fair Housing Center of Greater Boston Position Profile

Enforcement and Compliance Program Manager

The Enforcement and Compliance Program Manager has primary responsibility for leading the Fair Housing Center of Greater Boston's (FHCGB) Enforcement Program. The goals of this program are to assist home-seekers in pursuing individual complaints, to investigate and challenge systemic housing discrimination, and to enhance the region's enforcement capacity through testing, technical assistance, and legal action. Other program responsibilities may include policy advocacy, communications, and program promotion.

Organizational Background

FHCGB is the only private nonprofit organization in Eastern Massachusetts solely focused on ending housing discrimination and promoting open communities. Going into its 15th year, FHCGB is positioned to advance its mission, develop new services, promote equity, and advocate for effective housing laws and policies.

The organization serves communities in Essex, Middlesex, Norfolk, Plymouth, and Suffolk counties. With a FY'11 operating budget of over half a million dollars, FHCGB currently employs a staff of ten people. Sources of revenue include support from private foundations, corporate contributions, individual donors, and the U.S. Department of Housing and Urban Development's Fair Housing Initiatives Program. The organization is located at 100 Terrace Street, Suite B, Boston, MA 02120.

Responsibilities

The responsibilities of the Enforcement and Compliance Program Manager include but are not limited to:

Enforcement Program Leadership

- Serve as the public face for the Fair Housing Center's enforcement program, including outreach to and training for attorneys, the real estate industry, and allied organizations
- Investigate and assist in the preparation of high impact litigation challenging racial discrimination in housing
- Coordinate intake, referral and resolution of housing discrimination complaints, including maintaining regular contact with complainants, advocating on their behalf in court or at HUD and MCAD, coordinating with *pro bono* counsel as necessary, and/or negotiating with housing providers to resolve complaints
- Work with federal, state, and local enforcement agencies to enhance responses to discrimination complaints
- Ensure compliance with all grants and contracts relevant to the enforcement program; ensure that all enforcement staff maintain detailed and thorough case records; and prepare regular summaries of case statistics for board, staff, and funders

Leadership

- Lead the enforcement and Compliance program, including working with the litigation committee and Board of Directors.

The Fair Housing Center of Greater Boston is an affirmative action/equal opportunity employer,
committed to promoting diversity in the workplace.

Qualifications

- B.A. Degree. JD is optional.
- Experience in investigating discrimination complaints or conducting research around equity issues, a clear understanding and application of legal theory application, writing investigative plans, investigative reports, interviewing parties to a complaint and strong mediation skills
- Supervision experience a plus
- Commitment to ending discrimination, particularly in the context of housing; skill in dealing with race and power issues; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Strong strategic thinking and planning skills
- Outstanding project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines
- Detail-oriented administrative skills, including thorough case preparation and record-keeping for reporting to government and private funders
- Experience with building ownership and accountability of decisions, and encouraging innovation while setting appropriate limits; Strong verbal and written communication skills; proven effectiveness with facilitation and training for varied audiences, including government officials, corporate partners and community residents
- Basic computer competency in MS Office and Internet research. Literacy in Westlaw and Time Matters a plus.
- Other duties as assigned

Compensation

Competitive salary and benefits, commensurate with experience and comparable nonprofits in Massachusetts.

This is a three year grant funded position which dissolves upon completion of the term of the grant or exhaustion of funding for the position.

Contact Information

In order to apply for this position, please submit cover letter and resume to info@bostonfairhousing.org, no later than August 17, 2018.

The Fair Housing Center of Greater Boston is an equal opportunity employer, committed to modeling our mission through promoting diversity in the workplace. Candidates of color and Massachusetts residents are encouraged to apply.