

NFHA

National Fair Housing Alliance

JOB ANNOUNCEMENT

POSITION TITLE: ASSOCIATE VICE PRESIDENT

GENERAL SUMMARY:

Founded in 1988, the National Fair Housing Alliance is a consortium of more than 220 private, non-profit fair housing organizations, state and local civil rights agencies, and individuals from throughout the United States. Headquartered in Washington, D.C., NFHA, through comprehensive education, advocacy and enforcement programs, challenges housing discrimination and segregation and provides equal access to apartments, homes, mortgage loans and insurance policies for all residents of the nation. NFHA is seeking an Associate Vice President to work cross-organizationally on a variety of programs and activities. This position reports to NFHA's President/CEO.

ESSENTIAL EXPERIENCE:

The position of Associate Vice President requires a highly professional, energetic individual with substantive understanding of and experience in housing, mortgage lending, fair housing, public policy and/or related fields. The Associate Vice President will work closely with the Chief Executive Officer in the development and implementation of programs. The Associate Vice President will also work collaboratively with the Chief Operating Officer and with the Vice Presidents of Public Policy, Member Services, and Communications to promote NFHA's programs and agenda throughout the nation. The individual must possess excellent data management, analytical, interpersonal, strategic planning, communications, and writing skills and be organized, creative and effective. Experience in fair housing or civil rights is preferred but not essential. The following is required:

- Five years of experience in housing, mortgage lending, research or a related field;
- Two years of experience in making public presentations;
- Two years of experience in research and data management/presentation;
- Two years of experience in public policy, advocacy, or related efforts; and
- Two years of experience in writing and editing reports, testimony, regulatory comments, or similar publications.

DUTIES AND RESPONSIBILITIES:

- Work closely with the NFHA CEO on internal and external programs and activities;
- Collaborate on NFHA's public policy, educational, member services, and

communications initiatives;

- Develop and maintain external relationships and collaborative partnerships;
- Conduct research;
- Collect, manage, and present data;
- Represent NFHA in all manner of external activities, including fair housing and public policy events, coalitional meetings and efforts, and industry forums;
- Write and edit reports, proposals, testimony, and other documents/communications;
- Support the development and implementation of NFHA events, such as national conferences, Fair Housing Month activities, and in-service training programs;
- Provide technical assistance as needed for NFHA member organizations; and
- Perform other functions appropriate to the position of Associate Vice President.

OTHER DESIRED QUALIFICATIONS:

- Demonstrated commitment to justice and civil rights;
- Bachelors' degree;
- Excellent computer and software skills;
- Excellent data management and analytical skills;
- Excellent written and verbal communication skills;
- Strong strategic planning and organizational skills;
- Ability to respond promptly and efficiently to urgent matters;
- Ability to coordinate with other personnel and organizations;
- Ability to access, read and interpret legal documents, federal and state fair housing statutes and regulations, professional journals, industry trade organization publications, etc.; and
- Ability to represent the National Fair Housing Alliance in a professional and exceptional manner.

SALARY: Commensurate with experience. Health, vision, dental and retirement benefit plans provided. **Submit salary history and requirements.**

The position will remain open until filled.

Please email a cover letter, resume, and writing sample to:

personnel@nationalfairhousing.org (and put "AVP 2019" in the subject line)

NFHA supports affirmative action and is dedicated to promoting equal employment opportunity.