



## **Associate Director of Enforcement National Fair Housing Alliance**

The National Fair Housing Alliance (NFHA) is a consortium of private, non-profit fair housing organizations from throughout the United States dedicated to promoting equal housing, lending, and insurance opportunities through leadership, education, outreach, membership services, public policy initiatives, community development, advocacy, and enforcement. Founded in 1988, NFHA is the only national organization dedicated solely to the eradication of housing discrimination in the United States.

NFHA is hiring a committed, experienced Associate Director of Enforcement to work with its enforcement team to develop innovative testing methodologies and to implement cutting-edge investigations into institutionalized, data-driven policies and housing practices that perpetuate residential segregation and limit or deny access to housing, home loans, or insurance.

**Title:** Associate Director of Enforcement  
**Salary:** Commensurate with experience  
**Location:** Washington, DC (modest moving subsidy available)  
**Immediate Supervisor:** Director of Enforcement and Investigations  
**Deadline for Submission:** Interviews for qualified applicants begin June 24, 2019; the position will remain open until filled.

### **Educational Requirements:**

- A Bachelor's degree is preferred; however, relevant experience and demonstrated success in fair housing investigation and enforcement may fulfill this requirement.

### **Experience Requirements:**

- At least three years of successful experience in housing, employment, or other investigation and enforcement;
- Demonstrated capacity for successfully planning and managing simultaneous projects;
- Excellent oral communication and writing skills;
- Familiarity with civil rights statutes and regulations;
- Experience with analyzing data, including but not limited to U.S. Census data, Home Mortgage Disclosure Act data, or CFPB Consumer Complaint data; and
- Experience with GIS mapping systems, database management, and/or data visualization a plus.

**Position:** The Associate Director of Enforcement works with the Director of Investigations and Enforcement to implement multi-city investigations of rental, real estate sales, mortgage lending, and insurance policies and practices to eliminate unlawful housing discrimination and combat residential segregation. Evidence of discrimination gathered through investigations will be used as the basis for fair housing lawsuits and administrative complaints that seek to eliminate unlawful housing discrimination and remedy the harm it causes. This unique position will play a key role in enforcement actions that aim to dissolve residential segregation and eliminate barriers to housing choice.

**Essential Duties and Responsibilities:**

- Demonstrate commitment to NFHA's mission and civil rights;
- Develop and manage fair housing investigations, including testing investigations, throughout the county;
- Gather, organize, and analyze data and evidence from myriad sources, including testing information, property records, the U.S Census, the FFIEC, etc.;
- Present investigation findings to staff and cooperating attorneys;
- Conduct case management activities, including complaint intake and database management;
- Assist in the preparation of fair housing lawsuits and administrative complaints and serve as a fact witness when necessary;
- Write reports and summaries regarding investigative findings;
- Create charts, graphs, and other visual aids to help explain and illustrate investigative findings;
- Recruit and train individual testers to assist with investigations;
- Maintain organized investigation and case files and adhere to protocols for handling testing evidence;
- Maintain detailed and accurate time and travel records;
- Engage in community education and outreach, and represent NFHA in a professional manner;
- Actively participate in and lead staff, enforcement division, and case meetings;
- Participate in professional development trainings;
- Be willing to travel on overnight trips on average once per month for three nights at a time; and
- Be flexible to work occasional weekends and evenings.

**Other Qualifications:**

- Bi-lingual Spanish useful, but not required;
- Superb time management skills;
- Experience with public speaking;
- Attention to detail necessary;
- Ability to adapt, change plans, and be flexible on short notice in response to investigations; and
- Ability to work independently from remote locations without supervision.

**Computer/Technology Skills:**

- Microsoft Office—strong proficiency and experience in working with Outlook, Word, Excel and PowerPoint;
- Experience with data extraction, aggregation, and visualization tools, such as Tableau, ArcGIS, etc.;
- Proficiency with searching for and extracting information from the internet, including public data such as census data, property records, etc.; and
- Proficiency with various social media sites and communications apps.

**NFHA is an equal opportunity employer.** Salary is commensurate with experience. NFHA provides excellent benefits, including major medical insurance, 403(b) contribution, and paid vacation, federal holidays, and sick leave.

Interviews for qualified applicants will begin June 24, 2019; however, the position will remain open until filled. Please submit a cover letter and resume to:

National Fair Housing Alliance  
1331 Pennsylvania Ave NW, Suite 650  
Washington, DC 20004  
[personnel@nationalfairhousing.org](mailto:personnel@nationalfairhousing.org)