



Job Announcement: February, 2020 Executive Director

HOPE Fair Housing Center (HOPE), established in 1968, is the oldest fair housing center in Illinois. HOPE works to create greater housing opportunities for all. We ensure everyone has the chance to live in the community and home of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, sexual orientation, age or any other characteristics protected under state or local laws. HOPE accomplishes this through public policy, education, outreach, advocacy, enforcement, training, and community development.

SUMMARY OF POSITION:

HOPE is seeking a dynamic leader who is energetic about civil rights. An advanced degree in an appropriate field (MA, MS, JD, PhD, etc.) or equivalent experience and knowledge of the federal and state fair housing laws required. The individual must have non-profit management and fair housing enforcement experience. Experience working with a diverse community required, along with public speaking experience and the ability to train groups of any size. Excellent writing and other communication skills required. Experience with budgeting and fiscal management strongly preferred. Experience in fund raising required.

DUTIES & RESPONSIBILITIES:

- **Administrative and Financial:** Manage a complex workload including supervising office operations, case management, public relations, and education campaigns. Review the organization's performance and take steps to ensure HOPE continues to operate at the highest level. Maintain effective communication throughout the organization. Oversee the maintenance of records related to client services, activities and data that are necessary for reports to governmental agencies, other funding entities, and private donors. Prepare and manage an annual operating budget for Board approval. Supervise the organization's overall financial management and status. Ensure that HOPE adheres to the highest financial management standards and ensure that all resources are utilized effectively. Provide the Board with the necessary and requested information to carry out board responsibilities. Assist in the identification and recruitment of new board members.
- **Fundraising:** Supervise development and implementation of annual fundraising plan. Initiate and direct all fund raising activities for the organization with Board assistance; including all requests and proposals to governmental agencies, philanthropic foundations, financial institutions, corporate and general public support. Further HOPE's goal of diversifying funding sources.
- **Legal Affairs:** Maintain and enhance HOPE's relationships with private law firms providing legal services to HOPE. Ensure that the organization has proper legal counsel to execute its policies, programs and enforcement actions. Monitor staff in all fair housing enforcement activities. Track relevant legislation and regulations.
- **Strategic Planning and Development:** Review and analyze data, establish current and long range objectives, plans and policies with the Board's assistance. Advise, guide and direct strategic plan implementation.

- **Advocacy, Contracts, and Education:** The Executive Director is a leading voice of fair housing and civil rights in HOPE's jurisdiction. Write and administer any contracts on behalf of the organization consistent with agency policy. Prepare and implement all public relations programs for the organization, and ensure that policies and programs are properly and consistently represented to government agencies, the media, major donors, the financial community, and to the general public. Administer public education programs to promote awareness of the fair housing laws and remedies, and maintain a high level of credibility with the public and private sector. Develop and promote HOPE's educational efforts regarding fair housing issues, and issues that promote understanding and respect for all people. Manage the creation of educational and outreach materials to be used by the organization to help people understand the destructive effects of housing discrimination.
 - **Leadership and Personnel:** Direct and supervise all professional and support staff, interns, and volunteers of the organization. Hire and terminate staff, interns and volunteers; review staff performance on a regular basis. Ensure that staff implements all policies and programs. Train staff on current fair housing laws and other relevant legislation and regulations. Organize and attend Board meetings.
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PREFERRED QUALIFICATIONS:

- A demonstrated commitment to fair housing and social justice with **at least 5 years of fair housing enforcement experience;**
- **At least 8 years of progressive experience in non-profit management;**
- Experience in raising funds, including government grant writing, establishing foundation relationships and/or cultivating new donors;
- Demonstrated skills in cross-sector collaborations and relationship building;
- Public speaking experience and experience working with key community influencers
- Willingness to work, at times, long hours, nights and weekends as needed;
 - Strong understanding of and experience with: Fair housing statutes; State and federal administrative complaint and legal processes; Landlord/tenant laws and issues; Various additional legal concepts pertaining to fair housing.
- Bachelor's degree or equivalent work experience, **J.D. preferred;**

COMPENSATION:

- Commensurate with experience
 - Excellent benefits and leave
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LOCATION:

**202 W. Willow
Suite 203
Wheaton, IL 60187**

TO APPLY:

Email a copy of your resume AND cover letter to shirley.stacy@hopefair.org and also to Patricia Mathis at pamath@sbcglobal.net.

No in-person applications will be accepted. No phone calls please. Direct any questions to the email addresses listed above. All resumes/cover letters must be received by 3/09/2020. HOPE provides equal employment opportunities (EEO) to all employees and applicants for employment. Please visit our website at www.hopefair.org.