Executive Director Job Posting

The Fair Housing Center of Southwest Michigan (“The Center”) started in 1998 and is Southwest Michigan’s expert civil rights organization focused solely on housing discrimination. The Center exemplifies equity, inclusion, and diversity. These pillars drive our commitment to dismantle systems leading to segregation and discrimination in housing so we can transform individuals and cultivate vibrant communities.

Description:
The Executive Director is the general operating manager and executive for the Center. This person is responsible for implementing programs to eliminate discriminatory housing practices and expand equitable housing opportunities. This person will oversee the marketing, public policy efforts, community affairs and communications activities of the organization. They are responsible for supervising all staff and ensuring adherence to agency policies and procedures. Duties also include providing consultation and educational services, goal-setting, fiscal management, budget development, Board/staff liaison, policy development and implementation, strategic planning, and resource development.

The Executive Director will have demonstrated experience or knowledge in enforcement, fair housing, fundraising, program management, staff and financial management, as well as a successful track record working with a Board of Directors and volunteers. This person is a leader with excellent communication skills, including writing, speaking, meeting facilitation and consensus building. This person is professional, visionary, entrepreneurial, and has a passion for the mission of the agency. The Executive Director is a person who understands systemic oppression, anti-racist thinking, cultural competency, and the ability to engage in strategic decision-making in addition to day-to-day management.

Primary Responsibilities:
• Report to the Board (through its Chairperson) and maintain effective contact with the entire Board of Directors
• Engages with the Board of Directors in strategic, business, and sustainable funding plans.
• Implement policies and procedures consistent with the direction of the Board of Directors.
• Present budget proposals to the Board; oversee expenditures for adherence to the established budget and fiscal policies.
• Explore and implement new revenue streams to ensure financial viability.
• Provide leadership for legislative and government affairs activities.
• Establish and maintain excellent working relationships with relevant governmental bodies, (Michigan Department of Civil Rights, HUD, Department of Justice, local municipalities, etc.) to promote the agency’s activities.
• Actively participate with local, state and national organizations to advance the effectiveness of programs and to enhance public image.
• Supervise and evaluate senior level staff; provide guidance on administrative, budgetary, programmatic, and operational issues.
• Develop and maintain effective contact with media representatives, business, government, social service organizations, and neighborhood groups in order to increase the awareness of goals and programs.

Qualifications and Experience:
• Enforcement and broad fair housing knowledge and experience required. Must exhibit a strong commitment to the goals and objectives of fair housing and fair lending; legal reasoning and analysis helpful, but not required
• 3 or more years of progressive management experience in a social justice/civil rights organization
• Bachelor’s Degree from an accredited college or university required; Advanced Degree preferred. Experience will serve as a substitute for traditional education
• This position involves driving to various locations on and off site
• Ability to use all devices, equipment, and computer systems required to fulfill the essential functions of this position
• Movement of files or equipment of 20 pounds or more may be required

Core Competencies
• Empathizes with different people and all cultures
• Communicates highly technical or controversial topics in ways accessible to all
• Negotiates and builds relationships with a variety of diverse people
• Completes work and activities under a variety of conditions
• Navigates a situation with resistance and setbacks
• Understands the bottom line or purpose of projects
• Anticipates trends and consequences and acts accordingly
• Works successfully in complex political situations
• Builds rapport with outside agencies and funders
• Sensitive to how people and organizations function
• Tactful and diplomatic
• Operates with the Center’s values, culture, and mission in mind

As a not-for-profit organization, the Center’s positions are grant funded. The Center is dedicated to building a culturally diverse and pluralistic community committed to opportunities for all to work; with this dedication the Center encourages applications from people of color, veterans, people with disabilities, cis-woman, and people who identify as transgender or gender non-conforming. Reasonable accommodations will be made to allow for all abilities.

Salary is commensurate with experience. The Center provides benefits, including major medical insurance, 403 (b) contribution, and paid personal leave.

How to apply:
Please submit a cover letter and resume on or before April 20, 2020 to edsearch@fhcswm.org. Please no calls or no in-person submissions.