



**Position Description:
Director of Enforcement**

HOURS / STATUS: Full-time (40 hours/week) / Salaried, exempt employee
SCHEDULE: Monday – Friday, 8 hours/day, between 8:00 am and 5:00 pm
REPORTS TO: Executive Director

About Our Relationship

You: You are an experienced civil rights attorney with a passion for housing justice. You bring a proven track record of meaningful fair housing enforcement action and experience supervising a team of committed advocates. You have overseen large federal, state, and local fair housing enforcement grants. You are innovative when it comes to finding collaborative and anti-racism approaches to addressing historical and present-day harm. You have a keen understanding of poverty, institutionalized racism, and a passion for ending inequities created by denied resources for certain communities, particularly communities of color.

Us: We are a statewide justice-minded, equity-focused civil rights organization working to end housing discrimination throughout Oregon. We have high expectations about conducting our various enforcement grants while finding innovative ways to increase relationship with culturally specific agencies and partners throughout the state. We appreciate your commitment to racial equity and your desire to grow with the organization. We have dynamic staff located throughout the state of Oregon, fiercely committed both to our work to end housing discrimination and also to support and nurture one another. We recently received funding to expand our work and are fortunate to bring more dedicated individuals onboard.

FHCO Mission / Organization

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization promoting justice, equity, and inclusion in housing throughout Oregon. We work to end housing discrimination by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 30-year-old, 501(c)(3) public benefit organization has staff throughout Oregon, with its main office in Portland, Oregon. We are the only private fair housing organization in the state. FHCO is unique in that we emphasize education and outreach as much as enforcement. In addition to providing information and referral, advocacy, and investigation services, FHCO provides complainants with assistance in navigating fair housing legal and administrative processes. The organization also provides technical assistance to public sector officials.

Website: www.fhco.org

Position Summary

Under the supervision of, and with support from, the Executive Director, the Enforcement Director leads the organization's enforcement team consisting of Enforcement Managers, Enforcement Coordinators, Testing Coordinators, and Fair Housing Advocates throughout the State. *(Please note that during the current stay-at-home orders, the FHCO offices are closed to the public. FHCO staff currently are working remotely but some duties in this position will be required to take place in FHCO's Portland office.)*

Essential Duties and Responsibilities

Overseeing Federal, State, and Local Enforcement Grants (40%)

- Lead strategic planning, development, and tracking of federal, state, and local enforcement grants
 - Meet with jurisdictions to develop and support ongoing grants
 - Weekly monitor of data input and tracking of systems
 - Draft quarterly and end of year reports on enforcement efforts; and present on findings to various jurisdictions and governing bodies
 - Update the FHCO Board on ongoing enforcement activities and progress
- Receive and delegate statewide fair housing inquiries from website and partnering agency direct referrals to enforcement team members and monitor case load progress
- Partner with Grants Manager to ensure efficient systems and tracking mechanism for monitoring progress and providing ongoing reporting to various jurisdictions

Supervise & Support Enforcement Coordinators and Team Members (40%)

- Support recruitment, hiring, supervision, and mentorship of enforcement team staff including weekly one-on-one meetings with each member, coordination of weekly enforcement meetings, overseeing of testing program, and helping monitor case-loads including jurisdictional and complaint based tests, demand letters, housing provider negotiations, drafting of complaints, and partnering with private attorneys on cases
- In partnership with the Director of Public Policy, assist supervising the agency's annual legal internship program including attending yearly outreach event with Lewis & Clark Law School and selecting and supervising yearly intern

Strategic Development of Enforcement Collaborative, Statewide, & Internal Agency Efforts (10%)

- Oversee strategic development of impact litigation and cases based on protected class trends; develop the litigation approach with partnering private attorneys
 - Plan and coordinate quarterly attorney pool meetings and enforcement summits each year
- Monitor ongoing fair housing issues in the state (such as preference policies, Affirmatively Furthering Fair Housing, and source of income trends) and support research projects, manuals, reports, and internal and external inquiries related to those areas, as grant funding is available

- Help expand organization's statewide collaborative efforts to build relationship with culturally specific organizations and partner with landlord-tenant legal resources, such as Legal Aid, as well as BOLI & DOJ investigators throughout the state to better address underreporting of fair housing allegations based on race and national origin
- Support agency's development efforts including outreach to legal sponsors

Other Responsibilities in Organization (10%)

- Communicate with FHCO board members regarding enforcement activities, including regular written report to board
- Meaningfully engages in organization's equity work, including participating in trainings and follow-up discussions among staff
- Actively and positively participates as a member of the FHCO team, including at bi-weekly staff meetings, occasional board-staff meetings, and in day-to-day interactions with team members
- Serves as a professional and friendly ambassador of the organization when interacting with people outside of the organization
- Proactively communicates with the Executive Director about what's working well, where there are challenges, ideas for addressing the challenges, and what's needed for success
- Proactively, and as otherwise needed, makes recommendations for improving FHCO's effectiveness and efficiency in all areas of responsibility
- Complies with the organization's policies and procedures
- Fulfills other duties as assigned by the Executive Director

Education, Experience, Knowledge, and Skills Required

- JD required
- Five-ten years of experience in civil rights, housing, or fair housing legal work
- Five years of experience supervising and mentoring team members
- Experience in coordinating investigations to support civil rights and fair housing complaints and litigation, this includes testing, witness interviews, property searches, etc.
- A strong understanding of federal, state, and local civil rights and fair housing law, institutionalized racism and other forms of oppression and their impacts on housing
- Understanding of rental housing screening and management practices
- Familiarity with publicly and privately funded housing systems and legal requirements
- Understanding of mortgage lending, regulatory compliance, and/or servicing practices
- Understanding of real estate sales and homeowner's insurance practices
- Ability to utilize data and statistical analysis; experience drafting comprehensive reports
- Impeccable organizational and multi-tasking skills
- Must have superior accuracy, attention to detail, and analytical skills
- Excellent oral, written, and listening skills
- Excellent time management and scheduling skills, the ability to manage multiple investigations, caseloads, and legal cases
- Clear and open communication style, good people skills, and multicultural competency
- Proficient in Microsoft Office Suite
- Experience with on-line learning, research technologies, and virtual work

Experience, Knowledge and Skills Preferred

- Bilingual / Bicultural
- OSB Licensure

Other Requirements

- Must pass a criminal background check.

Work Environment

- Setting: Office environment and occasionally other environments such as for meetings and events in the community
- Schedule: Occasional early morning, weekend, and evening work
- Travel: Occasional travel in the metropolitan area and within the state

Salary and Benefits Information:

- Exempt employee salary: \$60,000-\$61,000/year
- Employee eligible to participate in organization's medical and dental insurance benefits; spouse and children's benefits available at employee's cost
- Access to 401-K retirement plan
- Vacation:
 - Years 0-5: 6.67 hours/month; 80 hours/year (40 hours can be carried over each year)
 - Years 5+: 10.0 hours/month; 120 hours/year (40 hours can be carried over each year)
- Paid sick leave: 8.0 hours/month
- 10 paid holidays
- Tri-Met Transit Universal Annual Pass (*note: during current stay-at-home office closure, organization reimburses employees for transportation costs for work performed in Portland office; transit pass program will resume when FHCO Portland office re-opens.*)

How to Submit an Application:

To apply: send a cover letter and resume to Kirsten Blume, Director of Enforcement & Public Policy, at kblume@fhco.org (indicate *Enforcement Director Application* in the subject line). Initial phone interviews for the position will begin the weeks of August 16th and August 23rd, and zoom interviews will follow thereafter, however the position will stay open until filled so candidates are encouraged to continue to apply until filled. In the cover letter, please indicate why you want to work in civil rights and the field of fair housing.

Equal Opportunity Employer

The board and staff of the Fair Housing Council of Oregon believe we can meet the organization's mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion. FHCO is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status. We are committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you require reasonable accommodation in responding to this job announcement, interviewing, completing any pre-employment testing, or otherwise participating in

the employee selection process, please direct your inquiries to Allan Lazo, Executive Director, at information@fhco.org, or (503) 223-8197, ext. 112.