

Job Announcement

Associate Vice President of Education and Outreach

The National Fair Housing Alliance (NFHA) is the country's only national civil rights organization dedicated solely to eliminating all forms of housing and lending discrimination and ensuring equal housing opportunities for all people. NFHA is the trade association for more than 170 organizations focused on advancing fair housing opportunities. Through its leadership, education and outreach, member services, public policy, community development, enforcement, homeownership, credit access, and tech equity initiatives, NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities. For more information about NFHA, visit www.nationalfairhousing.org.

Position Summary:

The Associate Vice President of Education and Outreach (AVP) works with all NFHA divisions to promote awareness of fair housing rights by the public and fair housing responsibilities by the housing, lending, and insurance industry. The AVP also helps ensure fair housing professionals are well-trained and developed. The AVP helps coordinate national public service advertising campaigns, national and regional conferences and in-service programs, NFHA's Fair Housing School® training program for fair housing professionals, webinars, and other events to improve knowledge about fair housing and enforcement of fair housing laws. NFHA's office is located in Washington, DC, but a remote work opportunity will be considered for the right candidate.

Responsibilities:

- Demonstrate commitment to NFHA's mission and civil rights;
- Work with NFHA divisions to develop and manage projects to address gaps in fair housing knowledge by the public and housing, lending, and insurance industries;
- Lead the development and implementation of national conferences, special forums, webinars, and in-service training programs, including identifying topics and speakers, identifying and negotiating with venues, managing in-person and virtual event logistics, etc.;
- Create training programs to develop fair housing professionals and build the capacity of fair housing organizations;
- Manage a calendar to reflect NFHA's education and outreach activities;
- Work with Communications Division to disseminate information about NFHA events and programs;
- Assist in writing proposals for and managing Education and Outreach grants from the federal government and other funders;

- Work with Communications Division to keep NFHA’s website updated with timely information regarding NFHA’s education and outreach offerings and resources;
- Provide support to the publication of NFHA’s monthly journal Fair Housing-Fair Lending;
- Facilitate planning and holding courses under NFHA’s Fair Housing School® training program designed to educate fair housing professionals about the full range of fair housing matters, investigations, agency and financial management, complex issues, and more;
- Lead efforts to develop and publish NFHA’s annual Fair Housing Trends Report, articles for inclusion in other publications, and periodic books about fair housing issues;
- Contribute to reports as an author or editor, as appropriate;
- Help design metrics and collect data to evaluate the effectiveness of NFHA’s education and outreach programs;
- Participate in professional development training;
- Engage in efforts to support NFHA’s membership;
- Be willing to travel on overnight trips approximately ten times per year (pending the status of the COVID-19 pandemic); and
- Be flexible to work occasional weekends and evenings.

Preferred Qualifications:

- At least five years of successful experience in developing and implementing conferences, training programs, and educational opportunities;
- Demonstrated capacity for successfully planning and managing simultaneous projects;
- Excellent oral communication, critical thinking, and writing skills;
- Superb time management skills;
- Excellent public speaking and communications skills;
- Attention to detail necessary;
- Ability to adapt, change plans, and be flexible on short notice in response to pressing issues;
- Ability to work independently from remote locations without supervision;
- Experience in using virtual event platforms a plus;
- Experience with media campaigns and social media a plus;
- Experience in grant proposal writing a plus;
- Experience in the housing or fair housing field a plus;
- Expertise in standard software programs required including Microsoft Word, Excel, Publisher, PowerPoint, SharePoint, Planner, and Teams; Acrobat Adobe; One Drive; and other appropriate programs.

Application Process:

Salary commensurate with experience with health, vision, dental, and retirement benefit plans provided. NFHA is an equal opportunity employer that values and encourages diversity in its



workforce. Interested applicants should send a resume and cover letter to personnel@nationalfairhousing.org. No telephone calls, please.

Applications are due by December 10, 2021. The position will remain open until filled.

Equal Opportunity Employer

NFHA is an Equal Opportunity Employer and does not discriminate based on sex, race, age, national origin, ethnicity, background, disability, or any other characteristic protected by law.
