

## **Job Announcement**

### **Vice President of Consulting and Compliance**

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The National Fair Housing Alliance (NFHA) has an immediate opening for a full-time position to lead NFHA's Consulting and Compliance division. NFHA is the country's only national civil rights organization dedicated solely to eliminating all forms of housing and lending discrimination and ensuring equitable housing opportunities for all people. Through its education and outreach, member services, public policy, advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs, NFHA works to dismantle longstanding barriers to equity and build diverse, inclusive, well-resourced communities. For more information about NFHA, visit [www.nationalfairhousing.org](http://www.nationalfairhousing.org).

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#### **Position Summary:**

The VP of Consulting and Compliance is a results-driven and experienced housing professional passionate about advancing civil rights and, specifically, fair housing principles. The VP oversees NFHA's work with the housing, lending, insurance, appraisal, technology, and related industries to promote compliance with fair housing and lending laws and improve industry performance in meeting the needs of underserved persons and communities. The VP of Consulting and Compliance also works with governmental and regulatory agencies on fair housing/lending-related matters and assists in providing training and technical assistance to public and private fair housing enforcement organizations.

The VP of Consulting and Compliance leads NFHA's work to implement, monitor, and measure compliance programs associated with the settlement of discrimination cases. The Consulting and Compliance department works collaboratively with all NFHA departments to promote housing equity. The VP leads NFHA's efforts to create custom training programs; assess and improve corporate policies and practices for compliance with fair housing/fair lending laws; design strategies to improve industry performance; market NFHA's consulting program; implement litigation-based compliance programs; provide web-based and in-person training programs; represent NFHA as a speaker at conferences and events; and other efforts to meet the training and consulting needs of the housing/lending industry.

The VP of Consulting and Compliance must have a strong and demonstrated commitment to fairness, racial equity, diversity, and inclusion.

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#### **Responsibilities:**

- Lead NFHA's Consulting and Compliance work.
- Work collaboratively with other NFHA departments to achieve all goals and objectives of NFHA's strategic plan, particularly around consulting and compliance work.

- Create and design customized training programs, or assess current training programs, for industry, government/regulators, fair housing enforcement organizations, and others.
- Market NFHA's consulting program to industry and others.
- Design and implement consulting contracts.
- Assess corporate compliance with fair housing, fair lending, and related laws.
- Manage a new compliance program for a recently-settled major lending discrimination case.
- Implement monitoring and compliance programs under existing and future settlement agreements.
- Work with the AVP of Education to research, identify, and manage a Learning Management System (LMS).
- Identify and implement opportunities to license NFHA training programs and products on a fee-for-service basis.
- Assist with development of training programs for public and private fair housing enforcement organizations.
- Provide training and technical assistance to industry, governmental entities, and others.
- Represent NFHA as a speaker at conference and events.
- Coordinate NFHA staff in conducting compliance monitoring and providing training and consulting.
- Contribute to NFHA's written reports and articles.
- Keep abreast of the industry landscape related to fair housing compliance.
- Develop and maintain infrastructure, including tools and resources, to support NFHA's consulting and compliance work.
- Establish and maintain relationships with industry trade associations and key players; academicians and researchers; and other key stakeholders.
- Ensure project goals and deliverables are implemented and completed in a timely manner and within budget parameters.
- Coordinate with NFHA operations, development, and enforcement staff to support implementation of any donor policies, as they relate to compliance engagement.
- Advance principles of fairness, racial and gender equity, diversity, and inclusion.
- Produce quarterly reports about the work of the Consulting and Compliance division.
- Maintain professional and technical knowledge by attending educational workshops and industry events; reviewing housing professional publications; establishing personal networks; benchmarking state-of-the-art practices; and reviewing fair housing cases and legal publications.
- Coordinate other staff effectively by communicating project expectations, planning, monitoring, and appraising project progress and results.
- Ensure NFHA's website accurately reflects NFHA's consulting and compliance work.
- Establish and measure metrics for department efforts.
- Ensure quality control over product development and implementation.
- Assist as needed in other NFHA programs, conferences, and other events.
- Adhere to NFHA's policies and procedures.

### **Qualifications and Experience Requirements:**

- Undergraduate degree in related field or equivalent experience.
- 10+ years of experience working on fair housing, fair lending, housing equity, and civil rights enforcement and/or compliance.
- Deep knowledge of fair housing/lending laws and regulations, housing/lending industry policies and practices, and fair housing enforcement.
- Experience in developing and providing training programs and assessing industry compliance with fair housing/lending laws.
- Experience with program and training design, implementation, monitoring, and management.
- Experience in developing, implementing, and monitoring strategic and operational plans with excellent planning and analytical skills.
- Successful experience in coordinating mission-driven, fast-paced, high-functioning teams.
- Thorough understanding of federal agency compliance and regulatory structure.
- Extensive communication expertise with an emphasis on effective writing, public speaking, meeting facilitation, interpersonal communication, and developing and delivering presentations.
- Experience in budget development, management, and oversight.
- Excellent time management skills and the ability to handle multiple projects at once and adapt to a swiftly changing environment.
- Proven ability to work in culturally and ethnically diverse environments.
- Strong interpersonal skills and ability to work effectively with a wide variety of people and organizations, including senior-level corporate, philanthropic, public sector, and community leaders.
- Strong and demonstrated commitment to justice, civil rights, and equity.
- Law degree a plus.
- Experience working directly with industry on fair housing or fair lending compliance, or some other form of regulatory oversight, a plus.
- Experience with at least one Learning Management System a plus.
- Ability to work independently and in a remote, unsupervised environment.
- Ability to represent NFHA in a professional and exceptional manner.
- Ability to travel up to twenty percent (25%), when public health conditions allow.

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### **Salary and Benefits:**

Salary commensurate with experience. Candidates without at least 80 percent of the qualifications and experience requirements will not be considered. NFHA provides comprehensive health insurance as well as vision, dental, and retirement benefit plans.

**Application Process:**

NFHA is an equal opportunity employer that values and encourages diversity in its workforce. Interested applicants should send a resume, writing sample, and cover letter to: [personnel@nationalfairhousing.org](mailto:personnel@nationalfairhousing.org). No telephone calls, please.

Applications are due by May 13, 2022.