

Metro Fair Housing Services, Inc.  
215 Lakewood Way SW, Suite 106  
Atlanta, GA 30315

### Job Description

## **DIRECTOR OF ENFORCEMENT**

### **Educational**

**Requirements:** J.D. Degree preferred, or advanced degree in Public Policy, Urban Affairs, a related field or commensurate experience. At least four years of relevant experience and demonstrated success in fair housing testing and investigation

**Salary Range:** \$50,000 - \$70,000

### **General Responsibilities**

The Director of Enforcement (DE) is responsible for all Enforcement and related fair housing program activities and reports directly to the Executive Director. The DE's primary responsibilities are the management and investigation of housing discrimination complaints and the direction and oversight of the Testing Program. The DE designs and implements training seminars covering the rights and responsibilities outlined in federal, state and local fair housing laws.

### **Essential Functions**

- Deals directly with complainants to determine fair housing needs, analyze facts, and determine validity of the complaint. Advises complainants regarding options, remedies, and next steps
- Provides resolution of complaints through advocacy on behalf of the complainant by negotiating with housing providers
- Investigates fair housing cases and files administrative complaints with HUD/GCEO
- Assists cooperating attorneys in filing litigation and resolution of cases through mediation, conciliation or other forms of settlement as appropriate
- Develops and monitors the Testing Plan to ensure compliance with contractual obligations
- Develops and conducts training modules for test coordinators and testers
- Supervises test coordinators and conducts tests as needed
- Oversees complaint-based testing efforts
- Receives and maintains records of all housing discrimination complaints
- Maintains accurate, up-to-date, automated/hard copy Complaint Log and case files
- Develops and ensures compliance with a system of enforcement recordkeeping
- Serves as the public face for Metro's Enforcement Program, including outreach to and training for attorneys and housing industry professionals

- Prepares monthly/quarterly/annual reports to meet reporting requirements of management, Board of Directors, local jurisdictions and federal contracts as required regarding all complaint intake, investigation, referral and training activity

### **Marginal Functions**

- Assists in coordinating conferences and in-service trainings
- Represents Metro Fair Housing Services, Inc. in outside meetings and seminars, as required
- Assists in the designs and presentation of Fair Housing training modules that have the most impact on institutional change in the dual housing market, as required
- Performs assignments, as required

### **Qualifications**

- Strong knowledge of federal, state and local fair housing, fair lending and accessibility laws; familiarity with housing related civil rights statutes and regulations
- Knowledge of local housing market, real estate and mortgage lending procedures and practices
- Excellent, demonstrated project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines
- Excellent writing and public speaking communication skills
- Ability to supervise, train and motivate others
- Ability to work with a minimum of supervision; self-starter and self-motivated
- Proficiency and experience with MS Office – Outlook, Word, Excel and PowerPoint
- Proficiency with searching for and extracting information from the internet, including census data, property records, etc.
- Experience with analyzing data, GIS mapping systems, database management and/or visualization a plus
- Ability to relate comfortably and respectfully to people of different racial, ethnic, social and economic backgrounds
- Ability to work effectively with executive level professionals

**Interested applicants should submit a cover letter and resume to [jobs@metrofairhousing.com](mailto:jobs@metrofairhousing.com) by COB on Friday, July 22, 2022.**