



**Job Title:** Director of Legal Advocacy & Enforcement  
**Reports to:** Executive Director  
**Status:** Full-time, Exempt  
**Salary Range:** \$55,000–\$62,000  
**Location:** Kalamazoo, MI

### **About FHCSWM**

The Fair Housing Center of Southwest Michigan (FHCSWM) is a nonprofit fair housing organization with a mission to eliminate all forms of housing discrimination through fair housing education, enforcement, and advocacy of fair housing law. We work to ensure individuals and families have equal access to housing and are protected from unlawful discrimination in rental, sales, lending, insurance, and housing-related services. FHCSWM advances this mission through education, testing, investigation, and enforcement in partnership with community organizations, housing providers, and government agencies across Southwest Michigan, serving Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.

### **Position Overview**

FHCSWM seeks a mission-driven legal professional to serve as Director of Legal Advocacy & Enforcement, leading the organization's enforcement program. This position focuses on legal advocacy, compliance, and coordination with cooperating attorneys, including drafting complaints, responding to reasonable accommodation requests, and filing matters with local, state, and federal enforcement agencies.

The Director provides functional leadership and project guidance to enforcement staff, ensures investigations meet legal standards, and acts as lead on administrative complaints. This role does not involve courtroom litigation, and all strategic enforcement and filing decisions are made in coordination with the Executive Director. The role is well-suited to an early- to mid-career JD holder seeking meaningful leadership experience in fair housing advocacy within the nonprofit sector.

### **Primary Responsibilities**

#### **Administrative Legal Advocacy & Compliance**

- Draft, review, and respond to legal correspondence, including reasonable accommodation/modification requests
- Prepare and file administrative complaints with external enforcement agencies
- Evaluate evidence from testing and investigations to determine appropriate enforcement actions
- Advise Executive Director on enforcement options and compliance strategies

#### **Testing, Investigations & Case Oversight**

- Design and oversee fair housing testing and investigative projects (rental, sales, lending, insurance, accessibility)



- Develop investigation strategies, assign, monitor, and debrief testers
- Maintain testing methodologies and case documentation to ensure accuracy and legal sufficiency

### **Program Leadership**

- Provide functional direction and project guidance to enforcement staff while the Executive Director retains formal supervisory authority
- Facilitate team meetings to review investigations and case progress
- Recruit, train, and onboard testers and enforcement staff; step in to coordinate testing when needed

### **Client Advocacy & Community Engagement**

- Provide guidance and information to clients to help them understand their fair housing rights, procedural steps, and options for resolving housing discrimination complaints
- Draft client communications summarizing investigation results and next steps
- Represent FHCSWM in meetings, coalitions, events, and professional trainings

### **Strategic Development**

- Identify emerging discrimination patterns and develop targeted testing or enforcement projects
- Support systemic investigations and special enforcement initiatives
- Coordinate with cooperating attorneys and help develop strategies for pursuing fair housing litigation and administrative enforcement
- Provide training, guidance, and support to cooperating attorneys as needed

### **Qualifications**

#### **Required**

- Juris Doctor (JD) from an accredited law school
- Minimum of 2 years of legal experience, preferably in civil rights, housing, public interest, or administrative law
- Strong legal research, writing, analytical, and advocacy skills
- Experience supervising staff or managing complex projects
- Commitment to fair housing and civil rights
- Ability to manage multiple cases, projects, and investigations in a nonprofit environment

#### **Preferred**

- Active admission to the State Bar of Michigan
- Experience with administrative complaints or investigations
- Familiarity with fair housing and civil rights enforcement agencies
- Experience working with clients facing housing instability or discrimination
- Interest in long-term career growth in fair housing advocacy
- Spanish language proficiency a plus



### **Skills and Competencies**

- Strong analytical, organizational, and case management skills
- Self-motivated with ability to meet deadlines and maintain accurate records
- Ability to interpret and apply fair housing laws and administrative regulations
- Strong interpersonal and communication skills for professional interactions with clients, staff, and external partners
- Proficiency with Microsoft Word, Excel, PowerPoint, Google Workspace; experience with case management systems desirable

### **Compensation, Location, and Work Environment**

This full-time position offers a salary of \$55,000–\$62,000, along with a benefits package that includes health, dental, and vision insurance, a retirement plan with employer 401(k) match, paid time off, and holidays. The role is primarily based in FHCSWM's Kalamazoo office, with the option for 1–2 remote workdays per week. Standard work hours are Monday through Friday, 8:30 a.m.–4:30 p.m., with occasional flexibility needed to meet deadlines or support special projects.

Applicants must reside in Michigan, and preference will be given to candidates living within the counties served by FHCSWM to support in-person work and community engagement. This position involves regular interaction with clients, staff, housing providers, and community partners, as well as occasional in-person investigations, site visits, and testing. In-state travel is expected, with occasional out-of-state travel possible.

### **How to Apply**

Interested candidates should submit a cover letter and resume via email to [jobs@fhcswm.org](mailto:jobs@fhcswm.org) with the subject line: Director of Legal Advocacy & Enforcement Application. Applications to be considered for the first round of interviews must be received by **February 20, 2026**. Applications received after this date may still be considered if the position remains open.

### **Equal Employment Opportunity (EEO) Statement**

The Fair Housing Center of Southwest Michigan is an equal opportunity employer. We are committed to providing a work environment free of discrimination and harassment and consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or any other protected status under applicable law.