



westchester residential opportunities

Since 1968

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Position Title: Fair Housing Director

Reports To: Deputy Executive Director

Location: White Plains, NY

Employment Type/Salary: Full-Time, \$75,000-\$100,000 annually

Westchester Residential Opportunities (WRO) is a nonprofit organization located in White Plains, New York whose mission is to promote fair, affordable and accessible housing for all individuals in the Lower Hudson Valley region. WRO employs a variety of tools to advance this objective including civil rights testing and investigation, education and outreach, training and advocacy, research, collaboration and enforcement.

Position Summary:

The Fair Housing Director is a key leadership position at WRO, responsible for overseeing and advancing WRO's goals to eliminate housing discrimination and promote equitable and inclusive housing opportunities. The Fair Housing Director will lead the Fair Housing department, reporting directly to the Deputy Executive Director and indirectly to the Executive Director.

Key Responsibilities:

Program Leadership & Management

- Lead and manage the organization's fair housing initiatives
- Develop policies and procedures to ensure compliance with the Fair Housing Act and related laws
- Supervise and train staff, contractors, and volunteers involved in fair housing enforcement and education
- Coordinate and monitor fair housing grants and contracts
- Other duties as assigned by the Executive Director or Deputy Executive Director

Enforcement & Investigation

- Oversee intake, investigation, and resolution of housing discrimination complaints
- Ensure investigations are conducted thoroughly, timely, and in accordance with applicable laws
- Coordinate with outside counsel to manage enforcement actions brought on behalf of WRO and/or complainants before state, federal or local courts and agencies
- Oversee compliance monitoring activities related to settlements and orders in cases where WRO has been complainant
- WRO does not provide direct legal representation

Westchester Residential Opportunities, Inc., 470 Mamaroneck Avenue, Suite 410, White Plains, NY 10605 | 914-428-4507 | info@wroinc.org



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Education & Outreach

- Plan and conduct community education campaigns on fair housing rights and responsibilities
- Develop materials, workshops, and training programs for tenants, landlords, housing providers, and community groups
- Serve as a liaison to local, state, and federal agencies on fair housing matters

Policy & Advocacy

- Monitor local, state, and federal housing policies for their impact on fair housing and vulnerable populations
- Advocate for policies that promote fair and inclusive housing practices
- Collaborate with partner organizations to support housing equity initiatives
- Stay up to date on relevant legislation and regulations; provide recommendations to leadership and policymakers

Reporting & Grant Compliance

- Prepare regular reports for funders, regulatory agencies, and stakeholders
- Ensure compliance with all programmatic and financial requirements of grants and contracts
- Track data and outcomes to measure impact and inform strategic planning

Qualifications and Skills:

Education & Experience

- Law degree (J.D.) and New York State Bar Admission
- Minimum 3 years of experience in fair housing or other civil rights matters. Litigation experience preferred
- Supervisory and program management experience required

Knowledge, Skills & Abilities

- Experience with the Fair Housing Act and related civil rights laws
- Strong analytical, investigative, and problem-solving skills
- Excellent verbal and written communication skills
- Ability to work cooperatively and collaboratively with diverse groups of people and organizations



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- Attention to detail
 - Ability to manage multiple projects and deadlines
 - Commitment to equity, justice, and serving diverse communities
 - Proficiency in Microsoft Office and Google Suite software
 - Bilingual (English & Spanish) a plus
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Working Conditions:

- Full-time position at White Plains office, typically Monday–Friday 9am-5pm, with occasional evening/weekend events. Limited remote work may be available after a time.
 - Occasional travel for outreach, training, or investigations
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How to Apply:

Please email a resume and cover letter as a PDF or Word attachment, along with salary expectations, referencing **Fair Housing Director** in the subject line to payroll@wroinc.org

WRO is an Equal Opportunity Employer