



## **JOB ANNOUNCEMENT: Senior Administrator, Inclusive Communities Program**

**Posted June 2, 2026.**

**Applications accepted until position is filled.**

**The Metropolitan Milwaukee Fair Housing Council (MMFHC) is seeking a Senior Administrator to lead its Inclusive Communities Program.**

**Our mission:** to promote fair housing throughout the State of Wisconsin by combating illegal housing discrimination, and by creating and maintaining racially and economically integrated housing patterns.

**Our vision:** we work toward a future where illegal discrimination poses no barriers to housing choice; neighborhoods are integrated, inclusive and thriving; and all people share a commitment to creating equitable communities.

All MMFHC programs support this mission and vision, and the Senior Administrator of the Inclusive Communities Program will play a key role in aligning the Program's activities with broader organizational priorities, including collaboration with other MMFHC programs.

This is a full-time position (40 hours per week) based in Milwaukee, Wisconsin. Salary for this position is \$75,000 to \$95,000, depending on experience and qualifications. The Senior Administrator may work a hybrid schedule of in-person and remote work, with a minimum of one day a week in the office, subject to pre-approval by supervisor(s). MMFHC pays 80% of full-time employees' individual health insurance, and offers generous paid time off for vacation, holidays, and sick time.

### **Essential Job Functions**

#### **Program Leadership**

1. Provide leadership and vision for the Inclusive Communities Program, set Program priorities and direction in partnership with MMFHC executives and its management team
2. Supervise Opportunity MKE, a housing mobility project which assists housing consumers to find and maintain housing in high-opportunity areas
3. Supervise, train, and coach staff in MMFHC's Inclusive Communities Program
4. Partner with other MMFHC program areas to maximize organizational impact and efficiency

#### **Grant Management and Fundraising**

5. Manage grants and/or portions of grants involving Inclusive Communities Program staff and activities, ensuring timely and high-quality completion of all deliverables

6. Assist in identifying and securing funds for Inclusive Communities Program activities
7. Track data and outcomes related to grant activities, prepare reports on Inclusive Communities Program work
8. Act as liaison between MMFHC and funders of Inclusive Communities Program activities

### **Community Engagement and Advocacy**

9. Research and monitor local, state, and federal housing policies, regulations, and legislation to assess their impact on expansion of housing choice and racial and economic integration
10. Participate in housing-focused coalitions of external partners, representing a fair housing perspective in such groups
11. Advocate for inclusive and equitable housing policies with policy makers, community leaders, and elected officials
12. Build and maintain relationships with partner organizations in public and private sectors
13. Provide education and technical assistance services to housing developers, policy makers, government agencies, and other organizations on the creation of inclusive communities and expansion of housing choice
14. Develop informational materials for Opportunity MKE stakeholders and others on housing mobility, inclusive housing policy, and related topics

### **Required Qualifications**

1. At least 3 years of experience supervising personnel
2. At least 3 years of experience managing complex programs or projects
3. At least 3 years of experience writing grant proposals, informational materials, and/or other materials that distill complex topics into readily understandable messages
4. Commitment to vigorous enforcement of fair housing and fair lending laws
5. Experience with data management systems, such as Smartsheets
6. Computer literate; experience with Microsoft applications, Microsoft Teams
7. Spanish language proficiency a plus
8. B.A./B.S. preferred, but commensurate experience will be considered
9. Valid driver's license and ability to travel throughout metropolitan Milwaukee

### **Required Skills and Knowledge**

1. Familiarity with metropolitan Milwaukee communities, geography, and demographics; housing market practices; housing subsidy programs; and equitable housing policy
2. A track record of excellent interpersonal and collaboration skills, including professional interaction with clients, coworkers, and external stakeholders

3. Persuasive public speaking skills, including experience presenting to a wide variety of audiences
4. Ability to work cooperatively with diverse groups of people and organizations
5. Ability to maintain detailed, timely, and accurate records, including financial documentation related to program activities
6. Ability to employ strong professional boundaries and integrity in all work contexts, including maintaining strict confidentiality as necessary
7. Reliable, detail-oriented, and exceptionally well-organized
8. Ability to manage one's own time and work independently

**How to Apply**

NO TELEPHONE INQUIRIES ACCEPTED

Please submit a cover letter and current résumé to Rachel Scalise at [rscalise@fairhousingwisconsin.com](mailto:rscalise@fairhousingwisconsin.com)

***MMFHC is an equal opportunity employer.  
If you need materials in alternate formats or other accommodations,  
please call 414-278-1240 or email Rachel Scalise at [rscalise@fairhousingwisconsin.com](mailto:rscalise@fairhousingwisconsin.com)***