

JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR – Dated: 1/25/10

Program Description:

The Fair Housing Justice Center, Inc. (FHJC) is seeking an Executive Director. The Executive Director is responsible for overall administrative and programmatic operation of the FHJC. The mission of the FHJC is to: 1) challenge systemic housing discrimination; 2) advocate policies that reduce inequality and foster open and inclusive communities; and 3) upgrade and strengthen enforcement of local, state, and federal fair housing laws. FHJC program activities (described at www.fairhousingjustice.org) are focused on removing discriminatory barriers to housing choice within the New York City region.

Position Description:

The duties and responsibilities of the Executive Director include:

- Oversees administrative and programmatic operation of FHJC including, but not limited to, developing and implementing programmatic goals and administrative policies and procedures, including personnel actions, timekeeping, data collection and retention, financial management tools, and other administrative policies as needed
- Prepares annual and project-specific budgets; develops and implements short-term and long-term financial revenue generation plans, including government and private grants, technical assistance contracts, donations, and membership dues; and prepares grant applications and contract proposals
- Supervises all program staff, maintains and updates staff job descriptions, holds and presides over regular staff meetings, and prepares annual performance evaluations for staff
- Oversees FHJC cooperating attorney program, including, but not limited to, recruiting attorneys, developing pro bono law firm partnerships, providing legal training to cooperating attorneys, coordinating FHJC attorney referrals, and providing post-referral information and support to cooperating attorneys
- Attends FHJC Board of Director meetings and provides staff support to the Board of Directors including, but not limited to, the preparation of periodic administrative, financial, and program reports as requested by the Board
- Oversees recruitment, training, and supervision of student interns
- Coordinates community outreach activities and conducts training for non-profit community organizations, faith-based organizations, and government agencies
- Prepares reports as required by funding sources and government agencies in a timely manner
- Provides deposition and trial testimony regarding FHJC activities as needed
- Prepares and/or reviews any publications, news releases, or other materials for public dissemination or distribution; serves as point of contact for media and others; and maintains regular communication with other fair housing groups, local community organizations, faith-based organizations, government agencies, and funding sources

- Prepares and provides testimony for public hearings as requested by Board
- Other duties as assigned by the FHJC Board of Directors

Qualifications:

- J.D. helpful, equivalent experience in fair housing field will be considered
- Minimum five years experience in fair housing or related civil rights field
- Minimum five years of supervisory experience
- Minimum five years of administrative and financial management experience
- Demonstrated success with fundraising from government, foundation, and other sources
- Experience working in non-profit advocacy group, civil rights organization and/or full-service fair housing organization
- Excellent writing skills (Writing sample required)
- Strong analytical skills
- Working knowledge of fair housing laws and current fair housing issues
- Experienced and effective public speaker
- Committed to seeking out and working cooperatively and effectively with a diverse staff as well as diverse groups and organizations
- Reliable, detail-oriented, exceptionally well-organized, and able to work independently
- Committed to vigorous enforcement of fair housing and fair lending laws

How to Apply:

To apply for the Executive Director position, please submit a cover letter and a current resume by mail to:

Mr. Bernhard Blythe, President
Fair Housing Justice Center, Inc.
5 Hanover Square, 17th Floor
New York, NY 10004

or by email to: fhjc@fairhousingjustice.org

Please, no calls.

Equal Opportunity Employer