

HARRIS RAND LUSK

122 East 42nd St, Suite 3605 New York, NY 10168
(212) 867-5577 harrisrand.com

Fair Housing Justice Center Executive Director Job Description

The Fair Housing Justice Center (FHJC), a regional fair housing organization based in New York City with a national reputation and nationwide impact, seeks an experienced individual with a passion for fair housing and racial justice as its next **Executive Director**.

FHJC's mission is to eliminate housing discrimination, promote policies and programs that foster open, accessible, and inclusive communities, and strengthen enforcement of fair housing laws. It was founded in 2004 by nationally recognized fair housing leaders, one of whom established the fair housing testing program in the U.S. Department of Justice.

The FHJC is unsurpassed in uncovering housing discrimination, whether involving individual bias, discriminatory policies and practices, failures to make properties accessible or to provide reasonable accommodations. FHJC's hallmark tool for investigating housing discrimination is its testing program, which employs professional actors, state of the art technology, and the deep expertise of the FHJC staff to identify and gather unimpeachable evidence of discrimination. FHJC refers the evidence of discrimination it uncovers to government agencies for enforcement or enlists private law firms to bring legal actions on its behalf.

In addition to its investigative work, FHJC promotes the enactment of new and updated fair housing legislation, regulations, and policies; it conducts outreach and education activities that increase public awareness of fair housing rights; and it provides technical assistance, nationwide trainings, and other tools to strengthen fair housing enforcement.

FHJC's work has eliminated discriminatory barriers to housing for tens of thousands of New Yorkers and has had profound national impact. Based on FHJC's airtight investigation, Facebook agreed to a legal settlement requiring it to stop selling discriminatory housing ads through its online Marketplace. The groundbreaking Newsday investigative report, *Long Island Divided*, based in large part on FHJC's testing expertise, brought the problem of steering by real estate agents to national attention, leading to legislative hearings in New York and calls for more effective regulation of the real estate industry.

FHJC is led by a Board of Directors passionate about the work of the organization and supportive of the staff's pursuit of new and pioneering ways of addressing housing discrimination. The Board seeks an Executive Director who will continue FHJC's impactful work and develop new avenues for growth.

Position Overview

Reporting to the Board of Directors, the Executive Director is responsible for the overall leadership of the organization. The Executive Director oversees all FHJC programmatic, administrative, and financial operations, directing the organization's overall strategy, program development, management, fundraising, and media presence.

The Executive Director is also the public face of the organization. On behalf of FHJC, the Executive Director builds relationships with other advocacy organizations and community stakeholders, with public funders, private foundations, and individual donors, and with local, state, and federal policy makers.

The position requires a dynamic leader who will aggressively advance FHJC's mission and continue to grow the organization, develop funding streams, and expand FHJC's presence. The Executive Director is necessarily passionate about fair housing, racial justice, civil rights, and inclusion, and is expert in strategies for achieving an equitable and just society, free from housing discrimination and segregation.

The Executive Director promotes an open, diverse, and inclusive work environment that emphasizes cooperation and teamwork with the staff and an engaged Board of Directors.

Responsibilities

- Direct overall leadership of the organization.
- Manage all operations of the organization, including programmatic, administrative, financial, and communications.
- Supervise staff performance and issue annual staff evaluations.
- Oversee development and implementation of FHJC's short- and long-range strategic plans.
- Collaborate and work closely with the Board of Directors and staff to identify developing issues and evaluate new opportunities for growth.
- Maintain a focus on key issues facing FHJC and formulate policies and planning recommendations for the Board.
- Support a comprehensive fundraising plan that includes the cultivation of existing and new government funders, private foundations, and individual donors.
- Advance the FHJC mission by building partnerships and strong relationships with elected officials, government agencies, community leaders, and fair housing and civil rights advocates and stakeholders.
- Develop and pursue an aggressive communications strategy and cultivate media relationships.

Qualifications

- Passion for and commitment to the mission of the FHJC.
- A demonstrated commitment to civil rights, particularly relating to housing discrimination.
- At least 10 years' experience successfully managing a complex and diverse organization, preferably in the nonprofit sector.

- Demonstrated track record of accomplishments relevant to the mission of the FHJC.
- Successful track record of fundraising.
- Demonstrated ability and success in developing and implementing effective strategic business, financial, and operations plans that maintain a financially stable and sustainable organization.
- Excellent written and verbal communication skills.
- Strong professional judgment and ability to maintain confidentiality and build trust among staff at all levels.
- Keen analytical and problem-solving skills that enable sound strategic decision-making.
- Resourcefulness in setting priorities and guiding investment in people and systems.
- An ability to respond quickly to changing conditions.

The Fair Housing Justice Center is an Equal Opportunity Employer.

To Apply

The Fair Housing Justice Center has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications (cover letter and resume) may be directed in confidence to:

Anne McCarthy, Chief Operating Officer
Harris Rand Lusk
122 East 42nd Street, Suite 3605
New York, NY 10168

amccarthy@harrisrand.com

Please put "FHJC Executive Director" in the subject line of your emailed application.