



The Equal Rights Center Executive Director Job Description

The Equal Rights Center (ERC) is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. Based in Washington, D.C., the ERC has more than 5,000 members located around the country.

Its core strategy for identifying unlawful and unfair discrimination is civil rights testing. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action. Recent ERC testing projects have focused on identifying discrimination in the hiring process against LGBT-identified job applicants, differential treatment of applicants with criminal records on the basis of race when applying for rental housing, and internet accessibility for people with visual impairments.

The Board of Directors of the Equal Rights Center is seeking an accomplished and visionary individual to become the Executive Director (ED) of the organization. Reporting to the Board of Directors, the ED is directly responsible for the organization's consistent achievement of its mission and financial objectives.

Duties and Responsibilities

Reporting to the ERC's Board of Directors, the Executive Director's responsibilities include:

- Providing vision and guidance to translate the ERC's mission into concrete action items;
- Providing overall supervision and guidance for all organizational staff, including direct supervision and mentoring of management staff, and managing HR functions in accordance with legal requirements;
- Overseeing all strategic and budgetary planning;
- Developing and maintaining sound financial practices;
- Managing the organization's external reputation through public engagement, including media opportunities and the ERC's social media presence;
- Fostering the organization's relationships with federal, state and local agencies, such as HUD, DoJ, EEOC, and local offices of human rights;
- Building strong collaborative relationships with allied advocacy organizations such as Washington Lawyers' Committee for Civil Rights and Urban Affairs, National Fair

Housing Alliance, the Leadership Conference on Civil and Human Rights, United Spinal Association, National Council of La Raza, National Federation of the Blind, National Employment Law Project, the Arc, and many others;

- Providing coordination and oversight of all programmatic activities;
- Overseeing all fundraising efforts undertaken by the ERC, including the development of relationships with philanthropic entities, submission of grant proposals, execution of small donor campaigns, and strategizing about corporate fee-for-service activities.;
- Acting as the organization's primary contact with multiple legal counsel in the conduct of civil rights investigations, enforcement proceedings, and litigation matters;
- Recruiting new collaboration partners from business and industry to join with the ERC in proactively integrating civil rights concepts into their business model; and
- Maintaining close and collaborative relationships with the ERC Board of Directors members to both keep them advised of the organization's activities, and to ensure their active participation in supporting the organization.

Qualifications

- A demonstrated commitment to civil rights and equal opportunity for all;
- Strong management, organizational, and leadership skills, including the ability to develop, implement, and supervise a wide range of activities, and to support and nurture staff personnel;
- Strong analytical skills;
- Successful fundraising track record;
- Ability to conduct both short- and long-term prioritization for the organization; and
- Substantial experience in conducting, supervising, and resolving contested matters, including litigation.
- Experience with civil rights investigations and enforcement.

Education and Work Experience

- A juris doctorate (JD) degree strongly preferred, an MBA or civil rights-related graduate degree acceptable; and
- At least 8-10 years of management or relevant legal experience;

Salary commensurate with experience but starting at around \$145,000 per year. Benefits are competitive & include health insurance, life insurance, vacation leave, sick leave, personal leave, and retirement account with matching contributions.

Application Procedure

E-mail cover letter, resume and references to:

Katy Neas, Chair, Personnel Committee
ERC Board of Directors
katyneas@apta.org

With a copy to:

Robert Dinerstein, Esq.
President,
ERC Board of Directors
rdiners@wcl.american.edu

Subject Line: Executive Director Position

Deadline: Open until November 15, 2019, or until filled

The Equal Rights Center is an equal opportunity employer.