



Civil Rights Testing Manager

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. The ERC's 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.

The ERC is hiring a Civil Rights Testing Manager. The Civil Rights Testing Manager will report directly to the Deputy/Program Director and will be responsible for both test coordination and oversight of all the ERC's testing activities.

While this role spans all ERC programs, it will initially feature a heavy focus on fair housing testing.

Specific Duties:

- Designing, supervising, and coordinating complaint-based and systemic testing investigations as requested by other programs;
- Analyzing testing investigation results;
- Preparing testing analysis and results for publication in outreach materials;
- Supervising test coordinator staff;
- Participating in the ERC's communications and outreach activities, including the creation of written materials highlighting the findings of and impact of civil rights testing;
- Participating in the development of fundraising materials to support testing projects;
- Coordinating with other ERC program areas on testing projects;
- Tracking tester and tester training numbers, demographics, projects and deliverables;
- Monitoring for tester needs, collaborating with outreach staff on recruitment, and training new testers;
- Ensuring tester database, records and procedures are maintained and accurate;
- Ensuring that records regarding tests conducted are maintained and accurate;
- When necessary, preserving test records as evidence for use in enforcement actions and assisting with the preparation of testers to participate in enforcement actions;
- Maintaining and updating tester and testing materials, including working with others on appropriate tester training materials;
- Researching and reporting on best practices and developments in testing strategies; and,
- Other duties as assigned.

Qualifications:

- Bachelor's degree from an accredited institution or related experience;
- Significant experience with civil rights testing;
- A working knowledge of civil rights laws, including the Fair Housing Act;
- Project management experience;
- Experience with supervising staff is preferred;
- Demonstrated commitment to civil rights;
- Excellent organizational and time-management skills;
- Highly detail oriented;
- Experienced using program databases to manage testing results;
- Proven ability to simultaneously work on multiple projects and meet strict deadlines;
- Sound judgment, resourcefulness, and a reputation for being a hard worker with a willingness to go the extra mile;
- Comfortable working in a fast paced, high-demand environment, with lots of change and team collaboration;
- Experience working with the Fair Housing Initiatives Program (FHIP) or other federal grants is preferred; and,
- Experience conducting sales and lending fair housing tests is strongly preferred.

Salary and Benefits:

The salary for this position starts at \$60,000 and will be commensurate with experience. The ERC offers a generous benefits package that includes health insurance, life insurance, paid leave, and other competitive benefits.

Application Procedure: Please e-mail a cover letter and resume to employment@equalrightscenter.org using the email subject line "Civil Rights Testing Manager".

Application Deadline: The position is open until filled, but we will begin reviewing submissions and offering interviews as appropriate the week of September 29th.

**The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke free workplace.**