



Greater Washington Fair Housing Rights Program Manager

The 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 looking for a dynamic and energized professional with passion for civil rights to be the Greater Washington Fair Housing Rights Program Manager. The Fair Housing Rights Program Manager reports directly to the Deputy Director and is responsible for oversight of all fair housing program staff and activities (other than enforcement) focused on the Greater Washington region, as well as coordinating in a wide range of activities involving the ERC's other programmatic staff.

Specific Duties:

- Supervising Greater Washington Fair Housing Rights Program staff in all aspects of their work, including education and outreach, victim intake and advocacy, research, investigation, testing and referrals for enforcement.
- Designing, supervising, and coordinating complaint-based and systemic investigations and testing focused on discrimination in Greater Washington housing.
- Designing and participating in locally based community outreach and education programs with a focus on fair housing.
- Developing and maintaining the ERC's relationships with a broad array of aligned fair housing organizations, community-based organizations, housing professionals, and government agencies as they relate to fair housing.
- Participating in the organization's communications and outreach activities, including the creation of written materials highlighting fair housing issues.
- Participating in the development and presentation of foundation grant proposals and other development activities on behalf of the ERC.
- Managing the ERC's performance of fair housing-related contracts with government agencies.
- Coordinating with other ERC program areas on projects that touch on fair housing issues.
- Other duties as assigned.

Qualifications:

- A Bachelor's degree from an accredited institution or related experience;

- Experience with civil rights testing;
- Experienced and skilled in using Microsoft Office and program databases;
- A working knowledge of local and federal fair housing protections;
- Project management experience;
- Experience with supervising staff;
- Demonstrated commitment to civil rights;
- Excellent organizational and time-management skills;
- 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 required.

Preferred:

- Experience working with the Fair Housing Initiatives Program (FHIP) or other federal grants;
- Familiarity with fair housing issues in the Greater Washington, D.C. region.

Salary and Benefits:

The salary 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 "Fair Housing Program Manager".

Application Deadline: The position is open until filled, but we will begin reviewing submissions and offering interviews as appropriate the week of October 22nd.

The Equal Rights Center is proud to be an Equal Opportunity Employer.

The Equal Rights Center is a barrier, drug and smoke free workplace.