



Manager of Strategic Initiatives

The Equal Rights Center (ERC) is a national nonprofit that advances civil rights in housing, employment and access to public accommodations. Using civil rights testing, education, advocacy, and enforcement, the ERC identifies and remedies unlawful discrimination and promotes equal opportunity.

The ERC is looking for a dynamic and energized professional with passion for civil rights to be the Manager of Strategic Initiatives. This position is the main point of contact for coordination of tester program issues that impact multiple ERC programs. The successful candidate will be required to work across program teams with directors and other managers to help develop strategy and refine process and protocols for tester management, including recruitment, training and retention, along with playing a leading role in the further development of the ERC's Strategic Initiatives program area.

Specific Duties:

- Acting as a civil rights test coordinator for strategic initiatives. This will primarily involve the following:
 - Design/develop, coordinate and manage civil rights tests and testing investigations (both complaint and systemic).
 - Conduct intake interviews with complainants and engage in education and outreach related to civil rights testing investigations or tester recruitment for investigations.
 - Analyze investigative results and prepare findings for publication in outreach materials, including reports, or for referral to enforcement agencies or counsel.
 - Perform case management and monitoring and participate in follow-up actions, as appropriate.
- Providing oversight to the ERC's testing program. This will primarily involve the following:
 - Monitor for tester needs and plans and develop and execute on strategies for meeting those needs.
 - Manage and maintain program/tester database, records and procedures.
 - Maintain and update tester, tester training and testing materials.
 - Work with others on appropriate tester training materials.
 - Develop and execute strategies to sustain tester engagement.
- Assisting with the development of testing plans and budgets.
- Researching and reporting on best practices and developments in testing strategies and protocols.
- Developing and implementing new strategic initiatives.
- Other duties as assigned.

Qualifications:

- A Bachelor degree from an accredited institution;
- A minimum of three years of civil rights testing experience;
- The ability to design and execute complex investigative testing strategies;
- Experienced and skilled in using Microsoft Excel and program databases;
- A working knowledge of civil rights laws;
- Demonstrated commitment to civil rights and social justice;
- Excellent organizational and time-management skills;
- Exceptional writing and oral presentation 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.
- A relationship with immigrant communities and specialized knowledge of discrimination issues impacting immigrant communities, specifically language access issues, is a plus;
- Bi-lingual fluency in English and another language is a plus.

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:

E-mail Subject Line: Manager of Strategic Initiatives

Deadline: Open until filled but an initial round of interviews will take place based on submissions received before COB on Wednesday, February 15th.

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