



## **We are looking for amazing people to support our mission! Join HOME as a Director of Enforcement and Investigations!**

**Housing Opportunities Made Equal of Virginia, Inc. (HOME)** is a civil rights fair housing organization with a mission to ensure equal access to housing for all people. We exist to address housing-related systemic inequities that perpetuate segregation, concentrations of poverty, and wealth inequality. HOME enacts its mission through fair housing enforcement and advocacy, housing research and policy, and housing counseling and education direct services.

HOME focuses on employee engagement and is committed to a healthy, diverse, and inclusive work environment. We offer a competitive benefits package including free healthcare, vision, dental, and a flexible work environment.

### **Job Summary**

The Director of Enforcement and Investigations manages and is responsible for HOME's fair housing enforcement efforts, develops and oversees innovative testing and investigative methodologies, and directly supervises a team responsible for intake and processing of housing discrimination complaints, investigating and testing discriminatory housing-related practices, and developing and conducting other creative evidence gathering efforts to build fair housing cases and administrative complaints. The Director will be responsible for developing and implementing cutting-edge systemic investigation strategies to address complex or deeply engrained discriminatory practices. The Director also engages in HOME's outreach and education efforts. The incumbent will perform other duties as assigned.

### **Duties and Responsibilities**

- Manage the development and implementation of strategic systemic investigations of housing discrimination. This will require developing and implementing innovative testing strategies, data gathering and analysis, and other creative evidence collecting methodologies.
- Provide direct supervision and management of the enforcement and investigations staff
- Supervise the fair housing intake process to ensure all allegations of discrimination are timely and properly processed and addressed.
- Supervise and manage the fair housing investigation and testing program to ensure adherence to proper protocols regarding the recruitment and training of testers and the implementation and analysis of testing.
- Develop and implement strategies to expand HOME's testing and investigations of housing-related discrimination.
- In partnership and consultation with HOME's leadership, assist in the preparation of fair housing lawsuits and administrative complaints. This may include serving as a fact witness.
- Manage the administration of grants that fund HOME's investigations and enforcement (including federal Housing and Urban Development Fair Housing Initiative Program grants). Assist in identifying funding opportunities for HOME's enforcement and advocacy activities. Oversee the development of applications for such funding and oversee the management of any relevant grant funds received. In partnership with HOME's grant staff, ensure the timely drafting and submission of reports to government and private grantors and funders.

- In partnership with HOME's leadership and colleagues, develop and provide fair housing related outreach and education. Provide education and technical assistance to members of the housing industry and housing-related fields on fair housing laws.
- Assist with HOME's fair housing policy and advocacy initiatives at the local, state, and federal levels.
- Assist with development of communication strategies and content for press, social media, advertisements, reports, publications, and other communication avenues.
- In partnership with the Legal Director, co-manage and work with the Legal Advisory Committee of the Board of Directors to develop strategic enforcement strategies and serve as a liaison with cooperating attorneys.
- Provide training to HOME staff in other departments to ensure that they have adequate fair housing knowledge to issue-spot fair housing problems in their day-to-day work.
- Stay abreast of fair housing trends and developments nationwide and use this knowledge to continually train the enforcement and investigation team.
- Respond to opportunities to advance HOME's mission and perform other duties as assigned and prioritized by HOME's leadership.

### **Qualifications**

- Demonstrated commitment to fair housing, civil rights, and racial equity; ability to work with a diverse population; and ability to maintain consistent professional composure and exercise good interpersonal skills.
- Significant experience and progressively responsible work directly related to fair housing investigations and enforcement, including experience investigating discrimination, filing administrative complaints, and serving as an advocate for clients.
- A bachelor's degree or advanced degree in a related field is preferred.
- Strong, foundational understanding of federal and state fair housing laws and regulations and the ability to educate others on fair housing laws.
- Strong understanding of, and the ability to educate others on, institutionalized racism, other forms of oppression, and their impacts on housing.
- Demonstrated ability to supervise, coach, and support a team responsible for coordinating the intake, testing, and investigation of housing discrimination. Experience in a managerial/supervisory capacity is preferred.
- Excellent written and verbal communication skills. This includes the ability to draft and edit formal reports and documents (such as grant reports, business letters, and investigation and case summaries) and the ability to engage in public speaking on behalf of HOME.
- Demonstrated ability to think analytically and creatively and to problem-solve.
- Knowledge of and experience with HUD programs, including the Private Enforcement Initiative, Affirmatively Furthering Fair Housing (Analysis of Impediments to Fair Housing Choice), and Education and Outreach Initiative.
- Successful history of managing grants and contracts, grant writing, and project development.
- Ability to manage a complex workload and respond to multiple priorities.
- The ideal candidate should possess qualities that positively represent the values and goals of HOME.

In addition, all employees of HOME are expected to meet these general qualifications:

- Strong commitment to social justice.
- Excellent oral and written communication skills.
- The ability to communicate complex issues, data, and concepts clearly.
- The ability to function effectively within high performance, cross-divisional work teams.
- The ability to coordinate key program activities across programs.

- Willingness to participate in fund development activities, effectively manage key constituent relationships, and provide the necessary client data to HOME.
- The ability to act independently and proactively.
- The ability to adapt to changing circumstances.
- Exercise sound judgment and diplomacy.
- The ability to manage multiple projects.
- The ability to maintain a high degree of professionalism, confidentiality, and substantial contact with the public.

### **To Apply**

Interested candidates should submit a **cover letter and resume** to [jobs@homeofva.org](mailto:jobs@homeofva.org) and include **Director of Enforcement and Investigations** in the subject line.

HOME is an equal opportunity employer with an accessible workplace and does not discriminate based on race, color, sex, age, religion, creed, disability, national origin, gender identity, political or union affiliation, marital status, sexual orientation, veteran status, source of income or other non-bona-fide job requirements.

HOME of VA requires all employees to be fully vaccinated against the COVID-19 virus. Candidates must present acceptable proof of vaccination by the date of hire as a condition of employment.

**This position will close at 5:00 p.m. on Friday, August 5, 2022, or until filled. Relocation assistance is available for hired candidate. A background check will be performed as a condition of employment.**

**Hiring Salary Range:** \$75,000 - \$85,000