



## **We are looking for amazing people to support our mission! Join HOME as a Legal Director!**

**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 Legal Director will enhance HOME's fair housing impact locally, statewide, and nationally by providing strategic vision and support to HOME's enforcement actions and policy initiatives. The Legal Director will be responsible for the coordination and management of HOME's fair housing and civil rights litigation and enforcement actions. The Legal Director will report to the CEO and will work with HOME's leadership and staff to develop and implement innovative strategies that affirmatively further fair housing at the local and state levels through education, advocacy, and enforcement efforts. The Legal Director will also engage in outreach and education efforts designed to promote fair housing.

This is a new position that will bring HOME's litigation and legal analysis functions in-house. The Legal Director will be expected to apply an innovative and collaborative approach to establishing these legal functions. The incumbent will perform other duties as assigned.

### **Duties and Responsibilities**

- Manage HOME's fair housing enforcement activities (litigation and administrative complaints) and develop cases with a strategic impact on housing policy and law.
  - Manage HOME's entire litigation from retaining counsel to complaint, discovery, and trial or settlement.
  - Represent HOME and clients in federal or state administrative complaints and court proceedings, when appropriate. Serve as co-counsel with cooperating attorneys to represent HOME as an organizational plaintiff, when appropriate.
  - Recruit and train cooperating attorneys for future referrals and representation of HOME's clients. Serve as a liaison to cooperating counsel for HOME's clients and work closely with cooperating attorneys to ensure exceptional representation for clients.
  - Collaborate and consult with HOME's fair housing enforcement and investigations team to ensure strength and legal soundness of evidence for systemic investigations, including testing protocols.
  - Provide support and legal assistance to staff that may be involved in the litigation or administrative complaint process.
- Identify new and innovative fronts on which to bring the fair housing perspective to bear and work with HOME's enforcement and advocacy teams to affirmatively further fair housing.
- Provide legal analysis for HOME's fair housing policy and advocacy initiatives at the local, state, and federal levels.

- Monitor external legislative proposals and advise on potential impact. Help develop and implement strategic education and advocacy initiatives to affirmatively further fair housing, when appropriate.
- Educate staff and external partners on fair housing laws, including legislative and case law changes across the country. This requires close monitoring of national, state, and local trends in housing issues, including in sales, rental, lending, zoning, and accessibility contexts.
- In partnership with the Director of Enforcement and Investigations, coordinate with the Legal Advisory Committee of the Board of Directors to develop strategic enforcement strategies.
- Assist with the development of strategies and content for press, social media, advertisements, reports, publications, and other communication avenues.
- Assist in identifying funding opportunities and developing proposals, as requested.
- Directly report to the CEO and serve on HOME's senior leadership team. This position does not currently supervise staff. There may be supervising responsibilities in the future, including the recruitment and supervision of legal interns.
- Respond to opportunities to advance HOME's mission and perform other duties as assigned and prioritized by HOME's leadership.
- Ensure compliance with Virginia Rules of Professional Conduct.

### **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 litigation experience as a practicing attorney in state and federal court, including litigation experience in civil rights, fair housing, housing, or related fields.
- Excellent legal research, writing, and public speaking skills with the ability to present information clearly and effectively to a range of audiences, including plaintiffs, opposing counsel, staff, volunteers, and the general public. A demonstrated ability to write clearly and precisely.
- Strong understanding of federal, state, and local civil rights and fair housing law.
- Strong understanding of, and the ability to educate others on, institutionalized racism, other forms of oppression, and their impacts on housing.
- Member in good standing with the Virginia State Bar (or licensed to practice law in another state with the ability and qualifications to be licensed in Virginia within one year).
- 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 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 **Legal Director** 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:** \$95,000 - \$115,000