

**Position Description:**

**Director of Enforcement**

**HOURS / STATUS:** Full-time (32 - 40 hours/week) / Salaried, exempt employee

**SCHEDULE:** Monday – Friday, 8 hours/day, between 8:00 am and 5:00 pm

**LOCATION:** Must physically reside in Oregon & be available for in-person in Portland

**REPORTS TO:** Executive Director

**About Our Relationship**

**You:** You are an experienced civil rights attorney with a passion for housing justice. You bring a proven track record of meaningful fair housing enforcement action and experience supervising a team of committed advocates. You have experience in team building, are innovative in problem-solving and have the ability to improve processes. You have overseen large federal, state, and local fair housing enforcement grants. You have a keen understanding of poverty, institutionalized racism, and a passion for ending inequities created by denied resources for certain communities, particularly communities of color.

**Us:** We are a statewide justice-minded, equity-focused civil rights organization working to end housing discrimination throughout Oregon. We have high expectations about conducting our various enforcement grants while finding innovative ways to increase relationship with culturally specific agencies and partners throughout the state. We appreciate your commitment to racial equity and your desire to grow with the organization. We have dynamic staff located throughout the state of Oregon, fiercely committed both to our work to end housing discrimination and also to support and nurture one another. We recently received funding to expand our work and are fortunate to bring more dedicated individuals onboard.

**FHCO Mission / Organization**

The Fair Housing Council of Oregon (FHCO) is a statewide civil rights organization promoting justice, equity, and inclusion in housing throughout Oregon. We work to end housing discrimination by providing education, outreach, technical assistance, and enforcement opportunities specifically related to federal, state, and local fair housing laws. This 30-year-old, 501(c)(3) public benefit organization has staff throughout Oregon, with its main office in Portland, Oregon. We are the only private fair housing organization in the state. FHCO is unique in that we emphasize education and outreach as much as enforcement. In addition to providing information and referral, advocacy, and investigation services, FHCO provides complainants with assistance in navigating fair housing legal and administrative processes. The organization also provides technical assistance to public sector officials.

**Website:** [www.fhco.org](http://www.fhco.org)

**Position Summary**

Under the supervision of, and with support from, the Executive Director, the Enforcement Director leads the organization’s enforcement team consisting of Enforcement Managers, Enforcement Coordinators, Testing Coordinators, and Fair Housing Advocates throughout the State. *(Please note that during the current stay-at-home orders, the FHCO offices are closed to the public. FHCO staff currently are working remotely but some duties in this position will be required to take place in FHCO’s Portland office.)*

**Essential Duties and Responsibilities**

**Overseeing Federal, State, and Local Enforcement Grants (40%)**

* Lead strategic planning, development, and tracking of federal, state, and local enforcement grants
  + Meet with jurisdictions to develop and support ongoing grants
  + Oversee monitoring of data input and tracking of systems
  + Draft quarterly and end of year reports on enforcement efforts; and present on findings to various jurisdictions and governing bodies
  + Update the FHCO Board on ongoing enforcement activities and progress
* Provide support as needed to Enforcement Administrator in their partnership with Grants Manager to ensure efficient systems and tracking mechanism for monitoring progress and providing ongoing reporting to various jurisdictions

**Supervise & Support Enforcement Team Members (40%)**

* Support recruitment, hiring, supervision, and mentorship of enforcement team staff including regular meetings with each member, coordination of weekly enforcement meetings, overseeing of testing program, and helping monitor caseloads including jurisdictional and complaint-based tests, demand letters, housing provider negotiations, drafting of complaints, and partnering with private attorneys on cases
* Proactively support healthy team dynamics and collaboration, identify opportunities within the department to improve processes and/or procedures and collaboratively strategize improvements, work closely with other department directors and the Executive Director to help create cohesive relationships between departments.
* Assist in supervising the agency’s annual legal internship program including attending yearly outreach event with Lewis & Clark Law School and selecting and supervising yearly intern

**Strategic Development of Enforcement Collaborative, Statewide, & Internal Agency Efforts (10%)**

* Oversee strategic development of impact litigation and cases based on protected class trends; develop the litigation approach with partnering private attorneys
  + Plan and coordinate quarterly attorney pool meetings and enforcement summits each year
* Monitor ongoing fair housing issues in the state (such as preference policies, Affirmatively Furthering Fair Housing, and source of income trends) and support research projects, manuals, reports, and internal and external inquiries related to those areas, as grant funding is available
* Help expand organization’s statewide collaborative efforts to build relationship with culturally specific organizations and partner with landlord-tenant legal resources, such as Legal Aid, as well as BOLI & DOJ investigators throughout the state to better address underreporting of fair housing allegations based on race and national origin
* Support agency’s development efforts including outreach to legal sponsors

**Other Responsibilities in Organization (10%)**

* Communicate with FHCO board members regarding enforcement activities, including regular written report to board
* Meaningfully engage in organization’s equity work, including participating in trainings and follow-up discussions among staff
* Actively and positively participates as a member of the FHCO team, including at bi-monthly staff meetings, occasional board-staff meetings, and in day-to-day interactions with team members
* Serves as a professional and friendly ambassador of the organization when interacting with people outside of the organization
* Proactively communicates with the Executive Director about what’s working well, where there are challenges, ideas for addressing the challenges, and what’s needed for success
* Proactively, and as otherwise needed, makes recommendations for improving FHCO’s effectiveness and efficiency in all areas of responsibility
* Complies with the organization’s policies and procedures
* Fulfills other duties as assigned by the Executive Director

**Ideal Candidate Qualifications:**

* JD
* Oregon State Bar licensure
* At least three (3) years of experience in civil rights enforcement or fair housing legal work
* At least three (3) years of experience supervising and mentoring team members
* Experience in coordinating investigations to support civil rights and fair housing complaints and litigation, this includes testing, witness interviews, property searches, etc.
* A strong understanding of federal, state, and local civil rights and fair housing law, institutionalized racism and other forms of oppression and their impacts on housing
* Understanding of rental housing screening and management practices, real estate sales and homeowner’s insurance practices, mortgage lending, regulatory compliance, and/or servicing practices
* Ability to utilize data and statistical analysis; experience drafting comprehensive reports
* Strong organizational and multi-tasking skills
* Must have superior accuracy, attention to detail, and analytical skills
* Excellent oral, written, and listening skills with clear and open communication style, good people skills, and multicultural competency
* Excellent time management and scheduling skills, the ability to manage multiple investigations, caseloads, and legal cases
* Experience with on-line learning, research technologies, and virtual work
* Familiarity with publicly and privately funded housing systems and legal requirements
* Proficient in Microsoft Office Suite
* Bilingual / Bicultural

**Other Requirements**

* Must pass a criminal background check.

*\*A note to potential candidates: Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) people are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description.*

*We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that’s welcome. We would strongly encourage you to apply, even if you don’t believe you meet every one of the qualifications described.*

**Work Environment**

* Setting: Must be physically located in Oregon and some duties of this position will be required to take place in FHCO’s Portland office.
* Schedule: Occasional early morning, weekend, and evening work
* Travel: Occasional travel in the Portland metropolitan area and within the state

**Salary and Benefits Information:**

* Exempt employee salary: Starting at $72,800 - $93,600 depending on experience
* Employee eligible to participate in organization’s medical and dental insurance benefits; spouse and children’s benefits available at employee’s cost
* Access to 401-K retirement plan
* Vacation:
  + Years 0-5: 6.67 hours/month; 80 hours/year (40 hours can be carried over each year)
  + Years 5+: 10.0 hours/month; 120 hours/year (40 hours can be carried over each year)
* Paid sick leave: 8.0 hours/month
* 10 paid holidays
* Tri-Met Transit Universal Annual Pass *(note: during current stay-at-home office closure, organization reimburses employees for transportation costs for work performed in Portland office; transit pass program will resume when FHCO Portland office re-opens.)*

**How to Submit an Application:**

To apply: send a cover letter and resume, and provide at least three (3) professional references that we can contact to [information@fhco.org](mailto:information@fhco.org?subject=Enforcement%20Director%20Application) (please indicate *Enforcement Director Application* in the subject line). Applications are due by June 30th, 2022. In the cover letter, please indicate why you want to work in civil rights and specifically in the field of fair housing.

**Equal Opportunity Employer**

The board and staff of the Fair Housing Council of Oregon believe we can meet the organization’s mission only with a diverse board and staff who actively cultivate a culture of equity and inclusion. FHCO is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity, or veteran status. We are committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you require reasonable accommodation in responding to this job announcement, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to Heather Tatman, Operations Director, at [htatman@fhco.org](mailto:htatman@fhco.org?subject=Application%20Accommodation%20Request), or (503) 223-8197, ext. 128.