

Fair Housing Council of Oregon Seeks Executive Director

JOB DESCRIPTION:

EXECUTIVE DIRECTOR

The Fair Housing Council of Oregon is seeking an experienced and passionate Executive Director to lead the organization's strategic vision, manage its operations, and drive the achievement of its mission and goals. The Executive Director will report to the FHCO Board of Directors and work closely with staff, partners, and stakeholders to advance fair housing practices and social justice in Oregon.

Responsibilities: The Executive Director will be responsible for:

1. Providing visionary leadership and strategic direction to advance FHCO's mission, programs, and initiatives.
2. Overseeing the day-to-day operations of the organization, including financial management, staff supervision, and program implementation.
3. Cultivating and maintaining relationships with key partners, community organizations, government agencies, and stakeholders to promote collaboration and shared goals.
4. Leading board recruitment, skill development, and engagement.
5. Leading fundraising efforts, including grant writing, donor cultivation, and partnership development, to ensure the financial sustainability of FHCO.
6. Representing FHCO in public forums, media engagements, and advocacy efforts to raise awareness about fair housing issues and advocate for policy changes.
7. Developing and executing effective advocacy strategies to influence fair housing policies and promote legislative reforms at local, state, and federal levels.
8. Monitoring trends and developments in fair housing law and policy to inform FHCO's work and initiatives.
9. Fostering a positive and inclusive organizational culture that values justice, diversity, equity, and inclusion among staff, volunteers, and partners.

Qualifications:

- A proven record of progressively responsible and comprehensive leadership with organizations comparable in size of budget, staffing, and complexity.
- A demonstrated commitment to social justice, equity, and fair housing principles.
- A strong understanding of fair housing laws, policies, and practices.
- A proven track record of successful grant writing and management as well as fundraising and funder relations.
- Excellent communication skills, both written and verbal, with experience in public speaking and media engagement.
- A strategic mindset with the ability to lead and adapt to changing environments.
- A collaborative and team-oriented leadership style, with experience managing diverse teams.

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Ideal Candidate Qualifications:

- 10 years of leadership experience, particularly in the areas of nonprofit management, fair housing advocacy, or a related field.
- Formal education and/or lived experience related to Fair Housing or Civil Rights.

Work Environment

- Setting: The position is based in Portland, Oregon. Hybrid office environment and other environments such as for meetings and events in the community.
- Schedule: Occasional early morning, weekend, and evening work.
- Travel: Regular statewide travel, approximately once or twice per month. Occasional travel outside the state, approximately once per year.

Compensation: \$90,000 to \$105,000 depending on experience.

Application Process:

To apply, please submit your resume, a cover letter detailing your relevant experience and answering the questions below, as well as contact information for three professional references to EDSearch@theoxalisgroup.com by **October 20, 2023**.

In your cover letter, please answer the following questions:

1. Please describe your experience with housing discrimination, either in your personal or professional life.
2. Please describe how your professional and personal life has prepared you for leading a complex and growing organization.
3. Please tell us why you believe that you are the right leader for this organization at this time.
4. FHCO is committed to building a diverse workplace centered on equity and providing an inclusive, welcoming, and culturally responsive environment for all members of our staff. Please address how your personal background and experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural responsiveness and diversity.

ABOUT THE FAIR HOUSING COUNCIL OF OREGON

Introduction: The Fair Housing Council of Oregon (FHCO) is embarking on a crucial journey to appoint a dynamic and visionary Executive Director. This recruitment packet provides an overview of FHCO, the responsibilities of the Executive Director, desired qualifications, and job description. We are looking for an exceptional leader who shares our mission and values, is

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committed to housing justice, and possesses the skills and experience to drive FHCO forward. Thank you for your interest in our work.

Organization Overview: FHCO is a 501(c)(3) non-profit organization committed to eradicating housing discrimination, promoting equitable access to housing, and fostering inclusive communities through education, enforcement, and advocacy. Since its founding in 1990, FHCO has been a leading voice in the fight against discriminatory housing practices in the state of Oregon.

Budget: FHCO manages an annual budget of approximately \$3 million dollars, which supports its various programs, outreach efforts, and operational expenses. The organization prides itself on responsible financial management and transparency, ensuring that resources are effectively utilized to further its mission.

Staff Size: FHCO is supported by a dedicated and passionate team of professionals. This committed staff works collaboratively to carry out FHCO's programs and initiatives.

Clients Served: FHCO has proudly served thousands of clients across Oregon, offering critical assistance and support to individuals and families who have experienced housing discrimination or violations of fair housing laws.

Key Partners: FHCO collaborates with a wide range of key partners to amplify its impact and further its mission. These partners include:

- **Local Organizations:** FHCO works closely with local non-profit organizations, community groups, and advocacy organizations to strengthen its outreach efforts and create lasting change in Oregon's housing landscape.
- **Government Agencies:** FHCO maintains strong partnerships with federal, state and local government agencies, including housing authorities and civil rights enforcement agencies, to ensure the enforcement of fair housing laws and regulations.
- **Legal and Policy Experts:** FHCO collaborates with legal professionals and policy experts who provide valuable insights, legal support, and advocacy expertise to advance fair housing practices.

Mission: The mission of the Fair Housing Council of Oregon is to eradicate housing discrimination, promote equitable access to housing, and foster inclusive communities through education, enforcement, and advocacy.

Programs: FHCO carries out its mission through the following programs:

1. **Education and Outreach:** FHCO conducts workshops, seminars, and community events to raise awareness about fair housing rights and responsibilities.

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2. **Investigation and Enforcement:** FHCO investigates and addresses complaints of housing discrimination to ensure equal housing opportunities for all.
3. **Policy Advocacy:** FHCO engages with policymakers and stakeholders to advocate for fair housing policies and legislation that uphold principles of equality and access to housing.
4. **Community Collaboration:** FHCO collaborates with local organizations, government agencies, and community leaders to promote fair housing practices and create inclusive neighborhoods.

The Fair Housing Council of Oregon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

Thank you for considering joining the Fair Housing Council of Oregon in our mission to promote housing justice and equality for all. We look forward to receiving your application.