



**MASSACHUSETTS
FAIR HOUSING CENTER**

POSITION PROFILE

**Executive Director
Massachusetts Fair Housing Center (MFHC)**

July 2022

THE OPPORTUNITY:

Established in 1989, the Massachusetts Fair Housing Center (MFHC) is the oldest private organization devoted solely to fair housing advocacy in Massachusetts. Headquartered in Holyoke, MFHC currently serves the residents of Western and Central Massachusetts and has consistently achieved strong results in both litigation and policy advocacy efforts in one of the most segregated housing markets in the United States. MFHC takes a multi-faceted approach to achieve its fair housing mission of ending systemic housing discrimination through public education, investigation, litigation, housing counseling, and public policy advocacy. The Executive Director position is a unique opportunity for a strategic and visionary leader who brings enthusiasm for civil rights and a skill set well suited to overseeing this dynamic organization.

ROLE AND RESPONSIBILITIES:

In accordance with the mission and vision of the Massachusetts Fair Housing Center, the next Executive Director will work collaboratively with the Board of Directors and staff to carry on the record of achievement and commitment to justice of MFHC. The successful candidate will be responsible for providing inspirational leadership to the organization to ensure that it continues as a leading champion of fair housing policies in Massachusetts.

The Executive Director will oversee MFHC's programs and activities, lead the staff team, build strategic partnerships and alliances with diverse stakeholders, and act as the organizational spokesperson. This is a full-time, salaried position that reports to the Board of Directors.

Primary responsibilities include:

- Execute the mission and strategic plan of the organization, maintaining a future vision that appropriately balances resources between services to individuals and systemic policy and advocacy work; communicate a clear vision for MFHC that is compelling and effectively implemented.
- Supervise and support the attorneys and other individuals on staff
- Secure financial support from government agencies/grants, individuals, foundations, and corporations; oversee government grants and reporting.
- Cultivate relationships with major funders and diversify revenue sources.
- Maintain a well-functioning, efficient organization through strong management, fiscal responsibility, budget management, effective communication, and team building.
- Work with diverse stakeholders to help advance MFHC's program and policy agenda and drive systemic change.
- Encourage diversity and inclusion in the recruitment and retention of employees, board members, and the communities served.
- Recruit, interview, hire, direct, and monitor staff in a dynamic environment; oversee professional development for a diverse staff.
- Work collaboratively and productively with the Board of Directors and help to recruit new members.
- Maintain and strengthen existing relationships with partner agencies and policymakers while expanding community partnerships.
- Serve as the public face and official spokesperson for MFHC; promote the mission to all constituencies, the general public, the legislature, and the media.

DESIRED QUALITIES:

- Experience with the practice of fair housing law
- Passionate about civil rights, fair housing, and the potential for growth and increasing the impact of the organization's mission.
- Energetic, enthusiastic leadership style.
- Ability to foster a collaborative, flexible work environment with a high performing team and maintain an organizational culture of trust, motivation, and collaboration.
- Ability to create a close mentorship relationship with staff attorneys and other staff members while giving them independence to do their work.
- Ability to develop and maintain relationships and partnerships with individuals and organizations at the local and state level.
- Good listener, able to connect, communicate and build relationships with a wide variety of stakeholders including funders, partners, clients, community leaders and policy makers.
- Strong writing and communication skills.
- Comfortable with public speaking and being the public face of the organization.
- Highly organized, adaptable, decisive, and consistent.
- Organized, big picture thinker, passionate about the mission and seeking opportunities to increase impact.
- Ability to focus on the mission and bigger picture in day- to-day work and incorporate larger organizational priorities into strategic decision making.

REQUIRED AND PREFERRED QUALIFICATIONS:

- An undergraduate degree and law degree are required.
- Demonstrated commitment to civil rights, ideally in the area of fair and stable housing.
- Experience in many, if not all, Executive Director functions, including interfacing with a board of directors, managing an organization budget, grant management and reporting, program delivery, resource development/fundraising, and communications.
- Experience in supervising staff and/or contractors.
- Knowledge of fair housing law and policy.
- Experience with policy and advocacy work.

JOB BENEFITS:

We offer a salary of \$80,000 to \$95,000, commensurate with experience, plus a benefits package that includes generous paid time off and medical insurance.

HOW TO APPLY:

Please submit your cover letter, resume, and writing sample in one PDF to hiringcommittee@massfairhousing.org with the subject line **Executive Director**.

Applications are reviewed on a rolling basis and accepted until September 30, 2022 or when the position is filled.