

POSITION ANNOUNCEMENT:

DIRECTOR OF ADMINISTRATION

Fair Housing Center of Greater Boston

Organization Overview: Led by a diverse Board of Directors and staff, the Fair Housing Center of Greater Boston is a dynamic organization working to eliminate housing discrimination and promote open communities throughout the region. The Fair Housing Center is the region's only comprehensive fair housing organization, providing expertise and a full tool kit of fair housing services to break the silence surrounding housing discrimination, to offer recourse to people harmed by discrimination, and to educate and inform housing professionals and residents of their rights and responsibilities. Programs include:

- **Enforcement (Case Advocacy and Testing):** Receiving hundreds of inquires and complaints each year, the Fair Housing Center offers full case advocacy services, including testing for proof of discrimination, representing the complainant throughout HUD's or the Massachusetts Commission Against Discrimination's (MCAD) administrative processes, and securing *pro bono* legal counsel if litigation is required. As the region's sole source of housing discrimination testing services, we use this controlled method of measuring and documenting variations in the treatment of home seekers by housing providers that provides a compelling picture of how and if discrimination is at play.
- **Education and Community Outreach:** Each year, the Fair Housing Center provides comprehensive training to multiple housing authorities, public agencies, housing associations, realty agencies, mortgage companies, and housing search professionals. In area cities and towns, we promote tools to prevent and respond to discrimination and guide local advocates in activities designed to make all of our communities welcoming places to live.
- **Policy Advocacy:** The Fair Housing Center works in partnership with organizations such as the Citizens' Housing and Planning Association and the Massachusetts Smart Growth Alliance. To these coalitions we add fair housing expertise and a voice promoting equity in housing policy debates.
- **Research:** To inform our advocacy efforts, the Fair Housing Center conducts in-depth research into the larger phenomenon of segregation and housing discrimination on our own and in conjunction with organizations such as the Charles Hamilton Houston Institute at Harvard University.

Entering our second decade, the organization is at an exciting period of transition and growth, embracing multiple opportunities to expand its programs and impact. For more information about all of our services and programs, please visit our web site at www.bostonfairhousing.org.

Position Overview: The Fair Housing Center seeks a dynamic, experienced professional to manage the day-to-day operations of a small office and staff, including organizational finances, execution of and compliance with contracts, supervision of volunteers and interns, and oversight of the organization's operations. The Administrative Director reports directly to the Executive Director and will share leadership responsibilities within this multi-faceted non-profit civil rights organization.

Responsibilities: The responsibilities of the Director of Administration will include but not be limited to:

Finances and Bookkeeping

The Administrative Director is responsible for overseeing the Fair Housing Center's finances and monitoring the financial health of the association including the following: prepare annual income and expense budgets, mid-year budget reviews, and other financial documents in a professional and prudent manner, in the best interest of the organization; coordinate payroll and benefits with our external payroll company; perform bookkeeping functions and coordinate as needed with the financial management consultant; oversee the preparation of Fair Housing Center's annual audit and documents required in compliance with statute.

Contracts and Compliance

The Administrative Director will review all proposed contracts and make recommendations regarding substance and execution to the Executive Director. S/he is responsible for compliance with all grant submissions, contracts and various other agreements with government agents, private funders, and other parties. S/he will ensure maintenance of up to date data files necessary for reporting and prepare all reports as required by contracts.

Office Management

Either directly or through management of work study, intern, and volunteer assistants, the Administrative Director will manage day to day office functions including the following: maintain the FHCGB's filing system and organizational databases; coordinate communications and reporting for staff and the Board of Directors; reception; and manage mail, office supplies and equipment.

Other

The Administrative Director will oversee office policies, procedures, and systems, and be responsible for planning and implementing capacity building activities. Along with all Fair Housing Center staff members, the Administrative Director will provide additional support as needed on various Fair Housing Center priorities.

Qualifications: The ideal candidate will possess the following qualifications:

- Several years of professional experience in a nonprofit or small firm setting.
- At least three years experience in financial management for budgets under \$1 million.
- Highly detail-oriented administrative skills, including thorough record-keeping legal administration and for reporting to government and private funders.
- Passionate commitment to ending discrimination; skill in dealing with race and power issues; ability to engage in constructive approaches to persistent problems of discrimination and segregation.
- Exceptional project management skills, with the ability to set priorities, plan tasks, and manage multiple projects simultaneously with strong attention to deadlines.
- Reliable, personable, and outgoing, able to work independently while part of a interrelated, small team environment.
- Advanced Windows, Office Suite, databases and Internet research skills.
- Bilingual Spanish a plus.
- Bachelors degree required; advanced degree a plus.

Compensation: The Fair Housing Center offers a competitive salary, commensurate with experience, and benefits including health insurance, optional cafeteria plan, generous vacation and sick leave, retirement contribution after 1 year, dedication to work/life balance, a convenient Downtown Crossing office, and a positive, multicultural work environment.

To Apply: Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Please send both documents in Word or pdf format, titled "Name_Resume" and "Name_Ltr" to Ginny Hamilton at info@bostonfairhousing.org, subject line "Director of Administration." All applications will be acknowledged within 3 business days of receipt. Applications will be reviewed on a rolling basis.

The Fair Housing Center of Greater Boston is an equal opportunity employer, committed to modeling our mission through promoting diversity in the workplace. Candidates of color are encouraged to apply.