

Fair Housing Center of Greater Boston
Job Description
Outreach & Policy Program Manager

The Outreach and Policy Program Manager oversees and implements the Fair Housing Center of Greater Boston's policy strategy to advance residential choice and regional equity. S/he reports directly to the Executive Director and will share leadership responsibilities within this multi-faceted non-profit civil rights organization.

Specific responsibilities include:

- Directly advocate and negotiate with key decision makers, including legislators, state officials, and local representatives to promote the organization's policy agenda.
- Represent FHCGB in coalitions and work to incorporate Fair Housing concepts into coalitions' agenda on a spectrum of issues including housing, transportation, zoning, smart growth, etc.
- Work through existing networks to mobilize suburban residents to take actions that promote residential choice and regional equity on the local level as well as mobilizing them on the statewide level to take part in advocacy efforts.
- Oversee organization-wide strategy for outreach to members of protected classes to make them aware of their fair housing rights and the services provided by FHCGB.
- Coordinate training contracts and market training opportunities to the housing industry, municipalities, and non-profit service providers.
- Identify research that needs to be done in order to support the work of FHCGB, such as trends in zoning, population changes, and the impact of legislation, and then work with the Research Committee of the Board of Directors to locate or conduct the appropriate research.
- Staff the Policy and Research Committees of the Board of Directors.
- Write reports for funders supporting outreach and policy efforts.
- Conduct community-based and housing industry trainings as needed for target geographic areas or constituencies.
- Share in organizational development and administrative tasks.
- Other projects as determined with the Executive Director.

Qualifications:

- **Required:** *Bachelor's degree and at least 2 plus years* demonstrated experience in policy advocacy and community engagement, (in the area of fair housing is highly preferred – but 2 plus years of policy and community engagement is required.)
- Outstanding project management skills — must be able to set priorities, plan, and manage multiple projects simultaneously with high attention to detail and deadlines.
- Exceptional writing skills — the ability to compose clear, concise pieces for varied audiences, including policymakers and community residents.

The Fair Housing Center of Greater Boston is an affirmative action/equal opportunity employer,
committed to promoting diversity in the workplace.

- Articulate oral communication skills — the ability to interact effectively with varied audiences, including government and corporate decision makers and community residents and to present a persuasive case for the Fair Housing Center’s programs.
- Proven effectiveness with facilitation and training for varied audiences, including government officials, corporate partners and community residents
- 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
- Competency in Windows, Word, Excel, databases and Internet research

If you believe you meet the qualifications and are interested, please contact The Fair Housing Center of Greater Boston at: tbrown@bostonfairhousing.org Salary is negotiable. Position open until filled. EOE.

