

DENVER METRO FAIR HOUSING CENTER

DIRECTOR OF ENFORCEMENT

JOB DESCRIPTION

The Denver Metro Fair Housing Center (DMFHC) has an immediate opening for an Enforcement Coordinator. The DMFHC is dedicated to eliminating housing discrimination and promoting housing choice for all people through education, advocacy, and enforcement of fair housing laws. DMFHC is a private non-profit organization established in 2012. DMFHC is active in six Denver Metro counties: Adams, Arapahoe, Broomfield, Denver, Douglas and Jefferson.

Education Requirements: Bachelors degree in relevant field or equivalent experience in housing and/or civil rights. Attendance in Fundamentals of Fair Housing Course offered by NFHA a plus. Equivalent combination of education and experience will be considered.

Position Title: Enforcement Coordinator

Job Description: The Enforcement Coordinator is responsible for implementing the enforcement program at the Denver Metro Fair Housing Center (DMFHC), which is designed to identify and monitor housing providers for compliance with fair housing laws. The Enforcement Coordinator is responsible for the supervision of the recruitment and training of testers, and the supervision of tests and investigations in the areas of rental, sales, insurance, lending, homeowners insurance, and accessibility, reviewing and analyzing test results with enforcement team, preparing comprehensive reports, and assisting with grant writing and reporting.

The Enforcement Coordinator will advocate on behalf of DMFHC and its clients through administrative complaint process and legal proceedings as directed by the Executive Director. Other duties may be performed as assigned.

Duties and Responsibilities:

- Demonstrate commitment to DMFHC's mission and civil rights;
- Supervise fair housing investigations, including testing investigations, throughout the county;
- Gather, organize, and analyze data and evidence from myriad sources, including testing information, property records, the U.S Census, the FFIEC, etc.;
- Present investigation findings to staff and cooperating attorneys;
- Conduct case management activities, including complaint intake and database management;
- Assist in the preparation of fair housing lawsuits and administrative complaints and serve as a fact witness when necessary;
- Write reports and summaries regarding investigative findings;
- Create charts, graphs, and other visual aids to help explain and illustrate investigative findings;
- Supervise the recruitment and training of individual testers to assist with investigations;
- Actively participate in and lead staff, enforcement division, and case meetings;
- Participate in professional development trainings;

Skill Requirements:

- Ability to access, read, and analyze legal documents, general business periodicals, professional and legal journals, federal and state fair housing statutes, regulations and court cases.
- Must be able to write monthly/quarterly reports, business correspondence and other organization materials.
- Must be dedicated to the fair housing rights of all protected classes.
- Excellent written and verbal skills.
- Detail oriented.
- Comfortable with public speaking.
- Manage and prioritize multiple projects.
 - Must be self-directed as well as ability to work in a team environment.
- Creative problem solving skills.
- Ability to work effectively with diverse members of the community

Technology Skills:

- Microsoft Office—strong proficiency and experience in working with Outlook, Word, Excel and PowerPoint;
- Experience with data extraction, aggregation, and visualization tools, such as Tableau, ArcGIS, etc.;
- Proficiency with searching for and extracting information from the internet, including public data such as census data, property records, etc.; and
- Proficiency with various social media sites and communications apps.

Salary Range: \$55k-\$58k

Please send a cover letter and resume to info@dmfhc.org and include “Enforcement Coordinator” in the subject line.

DMFHC is an equal opportunity employer. DMFHC provides excellent benefits, including major medical insurance, Simple IRA, paid vacation, federal holidays, and sick leave.