

HOUSING RIGHTS CENTER
520 S. Virgil Ave., Suite 400
Los Angeles, CA 90020
(800) 477-5977

JOB POSTING

Job Title: Executive Director

Starting Salary: \$90,000 or more per year
(Starting salary will depend on qualifications/experience)

Qualifications:

- Bachelor's degree required
- Master's degree, PhD and/or JD preferred but not required
- Familiarity with state and federal fair housing laws required
- Experience with management of a non-profit organization preferred
- Must be an effective leader who can inspire others to reach their full potential
- Must be articulate and able to communicate effectively with governmental entities

Job Description: The Executive Director (the "E.D.") of Housing Rights Center ("HRC") must oversee, motivate and support a staff of approximately 20 persons, each of whom is a valued team member. The E.D. oversees all of HRC's departments (including counseling, outreach, investigations and litigation) and is responsible for preparing and overseeing HRC's annual operating budget. The E.D. also ensures that HRC is fulfilling its contractual obligations to numerous governmental entities.

The E.D. must periodically attend city council and other similar meetings, and network with others in the non-profit community (including local non-profit organizations, and fair housing organizations throughout the country). The E.D., along with the rest of HRC's management team, also oversees HRC's annual summits and conferences.

The E.D. reports to HRC's Board of Directors and must attend Board meetings. Along with HRC's Board of Directors and the rest of HRC's management team, the E.D. helps guide the future of HRC, including developing new programs and securing additional sources of funding for HRC so that HRC can continue making all our communities better.

About HRC: HRC is one of the largest, non-profit fair housing organizations in the country. Its mission is to enforce fair housing laws and prevent all forms of discrimination in housing. HRC provides telephone and in-person counseling to both tenants and landlords regarding their respective rights and responsibilities. HRC also contracts with many cities, counties, and other governmental entities in Southern California to provide fair housing services. HRC investigates housing discrimination complaints and resolves cases in a number of ways, including conciliation, litigation, and referrals.

How to Apply: Please send your resume, a list of references, and a one to two page cover letter explaining why you are interested in the position to:

Housing Rights Center – Search Committee
c/o Aaron B. Bloom, Esq.
1900 Avenue of the Stars, Suite 2100
Los Angeles, California 90067
E-mail: abloom@ggfirm.com
Fax: (310) 201-2397

Deadline to Apply: August 13, 2010