



1314 Lincoln Ave., Ste. A, San Rafael, CA 94901 ↓ (415) 457-5025 ↓ TDD: (800) 735-2922
www.fairhousingnorcal.org ↓ fhanc@fairhousingnorcal.org

JOB POSTING: *New Position* Community Revitalization Program Director
(Full-Time non-exempt position)

ORGANIZATION OVERVIEW

Fair Housing Advocates of Northern California (FHANC) is a private non-profit organization. FHANC's mission is to increase diversity in the communities it serves and to maximize housing opportunities for all persons regardless of disability, race, color, religion, national origin, familial status, gender, marital status, sexual orientation, gender identity, age, occupation, ancestry, source of income, immigration status, or other protected class.

POSITION SUMMARY

The Program Director is responsible for providing strategic direction, thought leadership, programmatic planning and management, and budget oversight for FHANC's Community Revitalization Project, and undertakes actions to effectively monitor, measure, and report on the impact of the program.

DUTIES AND RESPONSIBILITIES

- Work with managers to develop and implement outreach for consumers, jurisdictions, and partner organizations to achieve programmatic goals;
- Create, foster, and manage meaningful partnerships with key stakeholders to advance FHANC's mission and programmatic goals and objectives;
- Develop grant making guidelines, procedures, reporting metrics, and standardized reporting criteria for the investments FHANC makes in selected communities;
- Identify and develop metrics to effectively measure programmatic performance;
- Working with FHANC staff and other partners, advance policies that reduce racial homeownership and wealth gaps, expand fair access to affordable housing and quality credit, affirmatively further fair housing, and promote an equitable recovery from the COVID pandemic;
- Produce reports that promote FHANC's community revitalization work, including quarterly reports that detail and explain work conducted;
- Working with Executive Director, write and contribute to social media posts, articles, blogs, presentations, op eds, and/or other materials;
- In partnership with other staff, ensure FHANC's website and social media channels reflecting the work of the community revitalization program are up to date, accurate, engaging, and of high quality;
- Represent FHANC at conferences, hearings, forums, roundtables, and other events to advance the work of the organization;
- Develop and oversee project budgets, funding contracts, procurement activities, professional services contracts, grant disbursements, and loan investments;
- Participate in professional development; and
- Assist in writing funding proposals to support FHANC's community revitalization work;
- Be able to travel to conduct on-site visits to partners or where grant work is being conducted in Solano County and Alameda County in a non-COVID-19 environment; and
- Be flexible to work occasional weekends and evenings.



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REQUIRED QUALIFICATIONS

- Commitment to fair housing and civil rights;
- Bachelor's degree in public policy, business administration, planning, or relevant field. A graduate level degree is a plus;
- Knowledge of methodologies and financing/funding models (so as to understand how grant funds can be layered with other funds to achieve desired results/project goals) for increasing access to homeownership, fair housing, wealth-building, and housing security for vulnerable populations;
- Experience in successfully managing effective staff/teams;
- Experience in research and data management;
- Experience in policy, advocacy, or related efforts;
- Experience in contracting, negotiating, and contract management;
- Experience in budget development, management, and oversight;
- Experience in using Salesforce or other customer relationship management systems (CRMs) for capturing and managing programmatic data;
- Experience in analyzing project and/or programmatic data and presenting data in clear and accessible ways; knowledge on Tableau or other data visualization experience is a plus;
- Experience in writing comprehensive project and/or program reports;
- Excellent interpersonal, oral communication, critical thinking, analytical, and writing skills;
- Ability to meet project deadlines and maintain accurate records;
- Proven ability to work effectively with a diverse community and with patience, tact, and respect when interacting with the public and other staff;
- Ability to represent FHANC effectively in a professional and exceptional manner;
- Excellent time management skills;
- Attention to detail necessary;
- Ability to adapt, change plans, and be flexible on short notice in response to pressing issues;
- Ability to motivate teams to work effectively and synergistically;
- Ability to facilitate and manage productive group meetings;
- Ability to work independently from remote locations without supervision;
- Expertise in standard software programs required including Microsoft Word, Excel, PowerPoint, Zoom, Acrobat Adobe, Google Drive, Salesforce, and other appropriate programs; and
- Ability to manage and use website programs (Weebly) and social media platforms a plus.

EQUITY STATEMENT

FHANC is committed to fostering a diverse staff and we seek to fill this position with someone who shares our values, including our organizational commitment to diversity. We recognize that organizations may miss out on strong applicants who screen themselves out of the process because they do not meet every qualification and that disproportionately impacts people from historically marginalized backgrounds. If you find that you meet many of the qualifications in the job description, we encourage you to apply. A welcoming, inclusive, and culturally diverse staff allows us to best serve our community.

SALARY

The salary range is \$65,000 - \$70,000 depending on experience. Benefits and paid vacation time included.

*Proof of completed Covid-19 vaccination, including eligible booster(s), will be required for all employees
(with the exception of reasonable accommodations due to medical or religious beliefs).*

***To apply, please submit resume and cover letter to adriana@fairhousingnorcal.org and peattie@fairhousingnorcal.org.
Applications will be accepted until the position is filled. No calls please.***