

# MASSACHUSETTS FAIR HOUSING CENTER

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## **Massachusetts Fair Housing Center** **Executive Director Job Posting**

### **About the Organization**

A well-established civil rights organization is seeking a visionary and strategic Executive Director. Based in Western Massachusetts, the Massachusetts Fair Housing Center (MFHC), founded in 1989, works to eliminate housing discrimination across western and central Massachusetts through a combination of legal advocacy, civil rights investigations, and community education. Serving 1.6 million residents, MFHC assists families with children, people with disabilities, survivors of domestic violence, voucher holders, and immigrants—those most vulnerable to the state’s escalating housing crisis. Each year, we investigate roughly 250 discrimination complaints, enforce fair housing laws, and provide housing mobility counseling, impact litigation, and policy advocacy. Our innovative programs, such as Housing Search Assistance and secret shopper testing, uncover and address systemic barriers while expanding access to safe, lead-free, and inclusive housing. With coalition leadership and proven results, MFHC defends civil rights, stabilizes families, and builds the foundation for stronger, more equitable communities.

### **The Position**

This is a unique leadership opportunity for an enthusiastic champion of civil rights with a passion for fair housing and social justice. The Executive Director will guide our dynamic organization into its next chapter, working collaboratively with a committed Board of Directors and dedicated staff to advance our mission and expand our impact.

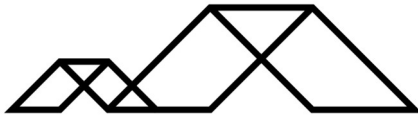
### **Primary Responsibilities**

#### **Strategic Leadership and Organizational Management**

- Execute the organization's mission and strategic plan, maintaining a future vision that balances individual services with systemic policy and advocacy work
- Oversee programs including policy and legislative advocacy, fair housing litigation, investigations, enforcement, education, and outreach
- Recruit, interview, hire, direct, and monitor staff
- Maintain efficient operations through strong management, effective communication, and team building

#### **Financial Management & Development:**

- Secure financial support from government agencies/grants, individuals, foundations, and corporations
- Oversee organizational budget, ensure fiscal responsibility, and manage grant administration and reporting



## **External Relations & Advocacy:**

- Serve as the public face and official spokesperson for the organization
- Build and maintain strategic partnerships with diverse stakeholders, government officials, policymakers, and community organizations
- Raise the profile of fair housing issues through media engagement and public speaking

## **Qualifications**

### **Required:**

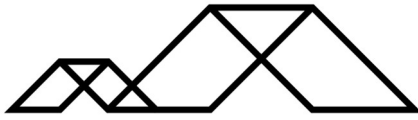
- Active membership in the Massachusetts Bar in good standing, or licensed attorney in another jurisdiction with the ability to waive in to the Massachusetts Bar.
- Demonstrated commitment to civil rights advocacy, ideally in fair housing and housing discrimination
- Strong supervisory and staff management experience with ability to lead, mentor, and develop teams
- Passionate commitment to civil rights, fair housing, and expanding the organization's impact
- Enthusiastic and collaborative leadership style, with the ability to inspire and motivate
- Excellent communicator with strong writing skills and comfort with public speaking
- Highly organized, adaptable, decisive, and consistent

### **Preferred:**

- Minimum of five (5) years of litigation experience in civil rights law, with demonstrated proficiency in:
  - Drafting pleadings, motions, and legal memoranda, and conducting discovery
  - Negotiating settlements and conducting mediation
  - Motion practice, trial experience, and courtroom advocacy
- Proven experience with nonprofit executive leadership functions, including:
  - Organizational budget development and fiscal management
  - Grant management, compliance, and reporting to government agencies and foundations
  - Program oversight and delivery
  - Resource development, fundraising, and donor cultivation
- Proven ability to build and maintain relationships with diverse stakeholders, including community organizations, government officials, funders, clients, and advocacy partners

## **Compensation & Benefits**

The Executive Director position is an exempt position with an annual salary range of \$105,000 to \$125,000 commensurate with experience. MFHC offers a generous benefit package including paid vacation and sick leave and medical insurance benefits.



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## Reports To

Board of Directors

## To Apply

To apply, please submit a cover letter, resume, writing sample, and contact information for three professional references to **jobs@massfairhousing.org** or mail to Claire Trivax, Administrative Coordinator, Massachusetts Fair Housing Center, 57 Suffolk Street, Holyoke, MA 01040.

As an organization dedicated to ending housing discrimination and advancing civil rights, we are deeply committed to practicing the principles we advocate for in our own workplace. We provide equal employment opportunities to all qualified candidates and employees without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. We actively work to create an inclusive environment where every person feels valued and empowered to contribute their best work.

We welcome candidates from all backgrounds and particularly encourage applications from individuals with lived experience related to our mission. If you need reasonable accommodation during the application or interview process, please let us know.