

**MIAMI VALLEY**



**FAIR HOUSING**

Miami Valley Fair Housing Center, Inc.

21-23 East Babbitt Street

Dayton, OH 45405

937-223-6035 • Fax 937-223-6279

Jim McCarthy, President/CEO

## **Fair Housing Analyst**

Title: Fair Housing Analyst  
Responsible to: President/CEO  
Salary: Commensurate with candidate's experience and the Center's financial resources—starting range of \$32,000–\$40,000, plus group health insurance, life insurance, disability insurance (subject to approval by insurance carrier), retirement, paid vacation.

**DEFINITION:** Under the direction of the President/CEO or his designee, the Fair Housing Analyst is responsible for researching, planning, coordinating, and implementing systemic investigations, separate and apart from routine complaint-based allegations, into the nature, extent, and sources of discriminatory housing practices. The Fair Housing Analyst will work closely and in cooperation with the Director of Investigations and Enforcement to successfully coordinate and implement MVFHC's Enforcement program(s). The Fair Housing Analyst is also responsible for the implementation of activities conducted under MVFHC's various other program components including special initiatives, HUD/Fair Housing Initiatives Programs (FHIP), local projects, and other agency workload insofar as these activities involve discrimination investigation, and fair housing planning.

The Fair Housing Analyst is required to maintain an advanced level of knowledge about housing laws, particularly fair housing law, the theory and practice of fair housing investigations, including testing, as well as administrative and legal procedures and remedies and their application to real life situations; to be able to work with diverse people of varying abilities; and to work effectively both independently and as a team member. The Fair Housing Analyst is expected to possess and maintain superior writing, analytical and organizational skills. The Fair Housing Analyst is expected to maintain the highest standards of confidentiality, care, and integrity in the provision of services and to deliver a high level of productivity with minimal supervision. In addition, the Fair Housing Analyst will serve as a resource person for the President/CEO of the Miami Valley Fair Housing Center. Some travel throughout MVFHC's service delivery area as well as nationally is also required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Possess, demonstrate, and effectively use the capacity to conduct thorough research and analysis of data, trends, patterns and other information regarding possible housing discrimination arising from public policies, practices, laws, ordinances and actions throughout the Dayton Metropolitan Statistical Area (MSA).
2. Conduct efficient and comprehensive review of individual complaint-based allegations received by MVFHC for indications of potential systemic violations.

3. Leading the design and conduct of systemic investigations of possible discriminatory housing practices through relevant methodologies.
4. Initiate systemic testing or other investigations within MVFHC's service area, and share findings on housing providers that operate in multiple jurisdictions with other private, non-profit fair housing organizations, the National Fair Housing Alliance, FHAP agencies, HUD, and DOJ as appropriate so as to holistically tackle housing discrimination by any housing provider that operates in multiple jurisdictions.
5. Oversight and documentation of case management activities for any and all systemic complaints initiated by MVFHC to ensure timeliness and effectiveness of case management as well as adequate and appropriate case closure.
6. Maintain clear, full and accurate records of all systemic investigations and/or testing activities examining systemic issues. Maintain strict chain of custody for all electronic devices such as digital recorders, ear buds, cell phones, and cameras, video recorders, etc.
7. As assigned, assist with complaint intake including interviewing potential complainants, obtaining complete and accurate information regarding the complaint, the transaction, and potential witnesses.
8. Assisting the Director of Investigations and Enforcement in the development and management of a corps of housing discrimination testers, including:
  - a. Implementation of recruitment, training, deployment, and debriefing of testers.
  - b. Ensure high quality testing through appropriate oversight of all testers, monitoring and evaluating tester compliance with policies and instructions, and review of tester assignments, reports and materials for accuracy and completeness.
  - c. Maintain updated tester information and ensure that tester database is accurate and current.
  - d. Work with testers, finance staff, and others to ensure that appropriate and timely reimbursements are made to testers and that complete and accurate testing records are maintained.
  - e. Maintain positive and productive relationships with testers and work with other staff to provide training, information, incentives, and appreciation events/activities for testers.
9. Primary responsibility for investigation analysis and recommendation of complaint filing/referral.
10. Assist in maintaining relationships with cooperating attorneys, when cases are referred to counsel.
11. Assist in the preparation of administrative complaints or cases for litigation. Maintain liaison with administrative agencies to track progress of administrative complaints and ensure accurate and up-to-date information on status of complaints.
12. Cooperate fully with the staff from the Ohio Civil Rights Commission, the U.S. Dept. of Housing & Urban Development, and with private attorneys to ensure comprehensive enforcement of fair housing laws.

13. Assist in the research, drafting and updating of Analyses of Impediments and Fair Housing Plans as assigned.
14. Coordinate Systemic Enforcement Program activities with other MVFHC staff as appropriate.
15. Assist with other MVFHC programs and events as assigned.

**MINIMUM KNOWLEDGE AND QUALIFICATIONS:**

The successful applicant must possess extensive knowledge of federal and state fair housing laws.

Public/private fair housing enforcement experience preferred. Candidate must have superior verbal, written communication, and analytical, skills. Candidate must be able to work with a diverse community. Also must be able to exhibit patience, tact and respect when dealing with respondents/defendants, the general public, other MVFHC staff members, and MVFHC's board. She/He must be able to conduct small and large group presentations; must have excellent public speaking and interpersonal skills. Experience with computers required—thorough working knowledge of Microsoft Word, Microsoft Excel, Microsoft Outlook, and Microsoft PowerPoint, required. She/He must be a self-starter and able to function with minimum supervision to perform tasks in a timely fashion; must also be able to function as a team player.

**EDUCATION AND EXPERIENCE:**

Minimum of B.S., B.A. in appropriate discipline (Liberal Arts, Sociology, Psychology, Urban Studies, Law, etc.) and/or equivalent work experience in equal opportunity — fair housing issues required. Experience in a social service or public entity desirable; a minimum of four years of fair housing experience with a fair housing organization or similar private or public sector entity preferred. Applicants with direct experience in systemic fair housing planning or lending and insurance investigation receive additional consideration in the application process.

Candidate must have a desire to work on behalf of civil rights protections; have a desire to work and interact with, as well as demonstrate respect for individuals and groups without regard to race, religion, sex, color, national origin, sexual orientation, familial status, or disability.

**OTHER REQUIREMENTS:**

This position is a new position within the Miami Valley Fair Housing Center and requires non-traditional work hours for planning and implementation of systemic enforcement activities as well as research, consulting, and advocacy activities (i.e., Saturday mornings or early evening, weekdays).

**THE MIAMI VALLEY FAIR HOUSING CENTER, INC. (MVFHC)**

**Mission:** The Miami Valley Fair Housing Center's mission is to eliminate housing discrimination and ensure equal housing opportunity for all people in our region.

MVFHC is the only private, non-profit fair housing organization in the Miami Valley area. MVFHC is a community-based non-profit organization governed by a volunteer Board of Directors. The agency is funded and supported by Federal, Local and Community Development Block Grant monies as well as private

contracts, individual/corporate membership and fundraising income. MVFHC works to eliminate discriminatory housing practices; educate the public about housing discrimination laws, discriminatory housing practices, and the availability of legal remedies for such discriminatory practices. Services include, but are not limited to: fair housing advocacy; education and outreach; technical assistance; housing discrimination complaint intake; fair housing planning; complaint investigation and enforcement referrals and special projects as funded under the Fair Housing Initiatives Programs or other funds. In addition, MVFHC educates housing industry professionals about fair housing law compliance through cooperative relationships with the Dayton Area Board of REALTORS®, the Greater Dayton Apartment Association, and the Kettering Board of Community Relations in order to expand equal housing opportunities in the Miami Valley.

The Miami Valley Fair Housing Center, Inc. is proud to be an Equal Opportunity/Affirmative Action Employer. MVFHC is a barrier-free, drug-free and smoke-free workplace.

**Please send cover letter explaining your interest in this position, send resume, and a sample of professional writing skills via regular mail, email, or facsimile transmission to:**

Jim McCarthy, President/CEO  
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Dayton, OH 45405  
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