



BNI Job Openings – May 1, 2017:

) Fair Housing Program Manager

To apply:

Please send Cover Letter and Résumé to jobs@bni-maryland.org
and note position title in subject line.

BNI Fair Housing Program Manager

Reports to: Executive Director

Person with fair housing and program management experience needed to run Baltimore Neighborhoods, Inc.'s (BNI) Fair Housing department. Candidates with a graduate degree in law, public policy, program administration, non-profit management or similar field preferred. S/He will be responsible for, but not limited to, the following duties:

General Responsibilities

This position has direct responsibility for all aspects of the BNI Fair Housing program and directly supervises fair housing staff, interns and volunteers as assigned. This individual meets on a regular basis with the Executive Director to report on all fair housing activities. Significant time will be spent on monitoring and providing written reports on grant deliverables, as well as assisting with grant development. Time will also be spent on direct fair housing activities such as planning, scheduling, and analyzing tests; recruiting, training, and debriefing testers; proposing and monitoring enforcement efforts (such as litigation); responding to phone inquiries regarding housing discrimination; and conducting community education and outreach.

Job Duties

-) Direct supervision of fair housing staff, volunteers, and interns as assigned. Approves leave, collects and approves time sheets, and in conjunction with Executive Director recommends disciplinary action, staffing patterns and terminations. Ensures that organizational policies and procedures are followed.
-) Responds to discrimination complaints and maintains current knowledge of fair housing law.
-) Compiles and reports in a timely manner all testing statistics and education/outreach services provided, assists with program audits, procedures and maintains other records and reports as needed or as requested by the Executive Director, grantors, or the Board of Directors.
-) Recruits volunteer and/or paid testers in order to expand and/or enhance the program. Responsible for supervision, quality control, training, educating and motivating testers in all aspects of their relationship with BNI.
-) Seeks and provides outreach/education to interested groups/the public.
-) Responsible for content, compilation, quality and quantity of written materials disseminated within and without the program.
-) Plans, guides, monitors, and reviews all aspects of program to ensure efficiency and quality. Seeks input as appropriate to identify needs, plan and implement systems, improvements and changes. Utilizes computer technology in all aspects of program. Seeks out and utilizes other available resources where possible.
-) Interacts effectively and positively, and works collaboratively with clients, staff, administration, grantors and board committees.
-) Is prepared to meet with Executive Director on a regular basis and communicates as needed in an efficient and timely manner.
-) Other duties as assigned by the Executive Director.

Requirements

Candidates must have a bachelor's degree and experience in program management and/or supervising staff. Candidate with graduate degrees in law, public policy, program administration, non-profit management or similar field preferred. Preference will be given to candidates with previous experience in fair housing. Candidate must have proven leadership and organizational abilities, as well as excellent written, verbal, and interpersonal skills. Solid experience with Microsoft Office Suite, especially Access. Bilingual a plus but not required.

Baltimore Neighborhoods, Inc. (BNI) is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

BNI also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will ensure reasonable accommodation for employees with a disability.