



POSITION DESCRIPTION

Fair Housing Compliance Lead

Organization: Veterans Center

Program: Fair Housing – National Media Campaign (NMC)

Reports To: Program Director – Fair Housing

FLSA Status: Exempt

Pay/Grade Equivalent: \$45,000 – \$65,000 (depending on experience)

1. POSITION SUMMARY

The Fair Housing Compliance Lead serves as the principal civil rights authority and technical compliance official for the National Media Campaign (NMC) funded under HUD's Fair Housing Initiatives Program (FHIP).

The incumbent provides independent oversight of regulatory compliance, civil rights risk mitigation, protected class safeguards, and technical grant performance integrity. The position ensures that all campaign materials, vendor deliverables, partnership agreements, and performance reporting align with the Fair Housing Act, applicable federal regulations, and HUD grant requirements.

The role operates in GTM capacity to monitor technical performance and may serve in GTR capacity as the official technical liaison with HUD regarding program execution, compliance documentation, and corrective actions.

The incumbent works collaboratively with the Management & Program Analyst and the Partnership & Interagency Manager while maintaining independent compliance authority.

2. MAJOR DUTIES AND RESPONSIBILITIES

2.1. Civil Rights & Regulatory Oversight (25%)

- Reviews all campaign content for Fair Housing Act compliance.
- Conducts protected class impact analysis.
- Identifies potential disparate treatment or disparate impact concerns.
- Ensures messaging neutrality and inclusive representation.
- Develops compliance review protocols embedded in campaign workflow.

2.2. Technical Monitoring & Performance Validation (20%)

- Reviews performance metrics for alignment with grant objectives.
- Validates that outreach data supports reported outcomes.
- Confirms APR submissions reflect documented evidence.
- Monitors alignment between approved work plan and executed activities.

- Recommends corrective measures where performance deficiencies are identified.

2.3. Cross Function Compliance Integration (15%)

Works collaboratively while maintaining independent authority:

With Management & Program Analyst:

- Reviews dashboards and outreach metrics for civil rights implications.
- Validates technical integrity of reported outcomes.
- Ensures internal control systems reflect regulatory standards.
- Provides compliance clearance prior to HUD report submission.

With Partnership & Interagency Manager:

- Reviews MOUs and collaboration agreements for compliance risk.
- Advises on messaging implications of coalition campaigns.
- Ensures partner-hosted events meet accessibility and inclusion standards.
- Supports equitable geographic distribution of outreach.

2.4. National FHIP & FHAP Network Coordination (15%)

- Collaborates in building a structured national coordination network among FHIP grantees and FHAP agencies.
- Supports development of recurring forums for cross-agency dialogue.
- Facilitates information exchange on emerging discrimination patterns.
- Integrates enforcement insights into educational messaging strategies.
- Promotes best-practice sharing across jurisdictions.
- Documents recommendations from network engagement for program improvement.
- Ensures collaboration remains compliant and does not duplicate enforcement authority.

2.5. Accessibility & Digital Compliance Oversight (10%)

- Ensures ADA compliance for digital and media platforms.
- Reviews captioning, alt-text, and translation accuracy.
- Validates accessibility documentation for audit readiness.

2.6. Risk Assessment & Corrective Action (10%)

- Conducts periodic compliance audits.
- Identifies operational vulnerabilities.
- Develops mitigation strategies.
- Advises leadership on policy updates to reduce exposure.

2.7. Training & Technical Guidance (5%)

- Provides internal compliance training.
- Develops compliance guidance for staff and vendors.
- Advises on emerging regulatory developments.

3. KNOWLEDGE REQUIRED

- Expert knowledge of the Fair Housing Act and protected classes.
- Understanding of HUD FHIP structure.
- Knowledge of 2 CFR 200 Uniform Guidance.
- Experience in grant monitoring and technical oversight.
- Ability to interpret statutory and regulatory guidance.
- Knowledge of interagency coordination principles.

4. COMPLEXITY

The position requires independent interpretation of civil rights law and federal grant regulations within a multi-state campaign environment. The incumbent must balance regulatory precision with operational feasibility while navigating cross-jurisdictional collaboration.

5. SCOPE AND EFFECT

The position directly impacts:

- HUD monitoring outcomes
- Funding sustainability
- Civil rights compliance integrity
- Organizational risk exposure
- National collaboration credibility
- Public trust in campaign messaging

Failure in this role may result in monitoring findings, questioned costs, corrective action plans, or funding jeopardy.

6. SUPERVISORY CONTROLS

The incumbent operates with substantial independence. The Program Director establishes overall objectives; the incumbent determines partnership strategy and engagement methodology.

7. MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Policy, Communications, Law, Housing, or related field.
- 4–6 years experience in partnership development, interagency coordination, housing advocacy, or public sector program management.

- Demonstrated experience drafting formal agreements or collaborative frameworks.

8. PREFERRED QUALIFICATIONS

- Experience with HUD FHIP or FHAP programs.
- Experience serving in GTM or GTR capacity.
- Experience participating in federal monitoring reviews.
- Multi-state program oversight experience.

9. WORK ENVIRONMENT

Hybrid/Remote. Travel up to 15% for HUD monitoring or national outreach events.

10. KEY COMPETENCIES

- Strategic relationship building
- Negotiation & diplomacy
- Cross-sector collaboration
- Analytical reporting
- Cultural competency
- Program evaluation
- Communication & facilitation