



POSITION DESCRIPTION

Partnership & Interagency Specialist

Organization: Veterans Center

Program: Fair Housing – National Media Campaign (NMC)

Reports To: Program Director – Fair Housing

FLSA Status: Exempt

Pay/Grade Equivalent: GS-9 (depending on experience) \$45,000 – \$65,000

1. POSITION SUMMARY

The Partnership & Interagency Manager serves as the lead strategist for multi-state coalition development, intergovernmental coordination, and cross-sector engagement supporting the National Media Campaign (NMC) under HUD's Fair Housing Initiatives Program (FHIP).

The incumbent develops, formalizes, and manages partnerships with public housing authorities, civil rights agencies, legal aid organizations, housing advocates, lenders, industry stakeholders, and community-based organizations to expand the reach, equity impact, and effectiveness of national fair housing education initiatives.

The position designs partnership frameworks that enhance campaign reach, prevent duplication of services, and strengthen protected-class outreach across diverse communities.

2. MAJOR DUTIES AND RESPONSIBILITIES

2.1. Strategic Partnership Development (30%)

- Designs and implements multi-state partnership strategy aligned with NMC objectives.
- Identifies and prioritizes high-impact partner agencies and organizations.
- Develops Memoranda of Understanding (MOUs), partnership agreements, and collaboration frameworks.
- Establishes performance expectations and shared accountability measures.
- Expands outreach in underserved and high-risk communities.

2.2. Interagency Coordination & Government Relations (25%)

- Serves as primary liaison to state and local civil rights agencies, housing departments, and regulatory bodies.
- Coordinates joint outreach initiatives with public housing authorities and fair housing enforcement entities.
- Participates in interagency meetings and stakeholder forums.
- Aligns campaign messaging with regional fair housing priorities.

- Ensures consistent communication across jurisdictions.

2.3. Coalition & Network Management (15%)

- Develops and maintains a structured partnership database.
- Facilitates coalition meetings and collaborative initiatives.
- Tracks partner participation and contribution metrics.
- Identifies gaps in geographic or demographic representation.

2.4. Performance Monitoring & Impact Analysis (15%)

- Develops metrics to measure partnership effectiveness.
- Tracks referral pipelines, event co-hosting outcomes, and community engagement levels.
- Provides quarterly partnership impact reports to leadership.
- Evaluates return on collaboration investments.

2.5. Community Equity and Protected Class Outreach (10%)

- Ensures partnerships enhance outreach to protected classes under the Fair Housing Act.
- Identifies disparities in regional engagement.
- Develops strategies to expand linguistically and culturally appropriate outreach.

2.6. Policy & Trend Analysis (5%)

- Monitors emerging fair housing issues and stakeholder trends.
- Advises leadership on strategic partnership opportunities.
- Supports integration of education and enforcement collaboration efforts.

3. KNOWLEDGE REQUIRED

- Knowledge of the Fair Housing Act and protected classes.
- Understanding of federal grant program structures.
- Knowledge of intergovernmental relations and stakeholder engagement principles.
- Ability to develop formal agreements and MOUs.
- Skill in strategic planning and program coordination.
- Ability to analyze community impact data.

4. COMPLEXITY

Work requires navigating multiple jurisdictions, balancing diverse stakeholder interests, and integrating partnership strategies across urban, suburban, and rural service areas. Assignments require interpretation of policy guidance and independent judgment in relationship management.

5. SCOPE AND EFFECT

The position directly impacts:

- National campaign reach
- Multi-state collaboration effectiveness
- HUD capacity scoring
- Community engagement outcomes
- Sustainability of partnerships beyond grant cycles

Effective performance strengthens organizational credibility and enhances protected-class access to fair housing education resources.

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 or federally funded programs.
- Experience working with civil rights or housing organizations.
- Multi-state coordination experience.
- Strong public speaking and stakeholder facilitation skills.

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