



## The Equal Rights Center Deputy Director Job Description

The Equal Rights Center (ERC) is a national non-profit civil rights organization based in Washington, D.C. With members located in 33 states and the District of Columbia, the ERC works nationally, both alone and in collaboration with other organizations, to promote equal opportunity in housing, employment, disability rights, immigrant rights, and access to public accommodations and government services. The ERC employs a variety of tools in advancing civil rights, including education and outreach, training, counseling and advocacy, research, investigation and testing, and enforcement.

The Equal Rights Center currently seeks a Deputy Director to help lead the organization. The Deputy Director, reporting to the Executive Director, is directly engaged in planning, implementing and supervising the day-to-day operations of the organization.

### **Duties and Responsibilities**

Reporting to the Executive Director, the Deputy Director's responsibilities include:

- Providing supervision and guidance for program managers and staff;
- Fostering the organization's relationships with federal, state and local agencies (such as DoJ, HUD, EEOC, and local offices of human rights), and with other civil rights advocacy organizations;
- Providing coordination and oversight of programmatic activities;
- Participating in strategic planning and budgeting;
- Participating, as requested by the Executive Director, in development (fundraising) activities;
- Acting as the organization's representative with legal counsel with respect to civil rights investigations, enforcement, and litigation matters; and
- Coordinating on additional activities as requested by the Executive Director.

## **Qualifications**

- A strong commitment to the principles of civil rights and equal opportunity for all;
- Strong management, organizational, and leadership skills, including the ability to develop, implement, and supervise a wide range of activities, and to support and nurture staff personnel; and
- Substantial experience in conducting, supervising, and resolving contested matters, particularly litigation.

## **Education and Work Experience**

- A juris doctorate (JD) degree or civil rights-related graduate degree, and at least 5 years of non-profit management or relevant legal experience;
- Experience with civil rights investigations and enforcement a plus, but not required.

Salary and benefits are competitive.

## **Application Procedure**

E-mail cover letter, résumé, and references to:

Melissa Fobear  
Manager of Administration  
[employment@equalrightscenter.org](mailto:employment@equalrightscenter.org)  
Subject Line: Deputy Director Position

Deadline: Open until filled

The Equal Rights Center is an equal opportunity employer