

Job Title:	Managing Director of External Affairs	Salary:	\$105,000 - \$120,000/yr
Reports to:	Executive Director	Benefits Include:	Employer-Paid Medical & Dental Insurance, Vacation/Sick PTO, 12 Holidays, 403B Retirement Plan w/ Employer Contribution, & Prof. Development Opportunities
Status:	FT, Exempt		
Location:	Hybrid (Remote & In-Person)		

ABOUT THE ORGANIZATION

Fair Share Housing Center (FSHC) is a nonprofit advocacy organization that uses legal, policy, and community-building strategies to dismantle decades of racial and economic discrimination in New Jersey and nationally that excludes people from the opportunity to live in safe, healthy, and affordable housing. Fair Share Housing Center's work has created over 70,000 homes affordable to lower-income families in communities that otherwise would have excluded them, with 50,000 more anticipated over the next decade. FSHC has shaped both state and national policy on racial justice and fair housing, including through the largest settlement in the 50-year history of the federal Fair Housing Act in the wake of Superstorm Sandy. And the organization also led the charge to pass the Fair Chance in Housing Act—the first statewide bill of its kind in the country that protects individuals with prior criminal legal involvement from discrimination in the rental market. More broadly, FSHC works closely with partner organizations in New Jersey and nationally to advance racial, economic, and social justice issues that impact low-income communities and communities of color.

ABOUT THE POSITION

The Managing Director of External Affairs will provide overall direction and leadership for a set of organizational priorities focused on maximizing FSHC's impact and deepening relationships with partners on the local, state, and federal levels. The Managing Director of External Affairs will lead all of the organization's policy and communications work and coordinate across the organization to advance FSHC's agenda through strategic communications, advocacy, and relationship management.

The Managing Director of External Affairs is a member of the senior leadership team and reports to the Executive Director. The person in this position assists the Executive Director in providing direction for the organization as a whole, guiding and implementing work to build a generative and collaborative organization. The Managing Director of External Affairs will build and grow a team that will include a Director of Policy, Policy Associate, Communications Strategist, and Housing Justice Organizer. This position also coordinates closely with leadership of the legal, urban planning, and administrative teams on projects that cross multiple parts of the organization.

PRIMARY DUTIES & RESPONSIBILITIES

- **Strategize, develop, and lead FSHC's advocacy agenda & strategy on the local, state, & national levels**
 - In collaboration with organizational leadership, the Managing Director's team, and other staff, develop and lead an advocacy agenda for the organization with short- and long-term goals
 - Coordinate policy advocacy including local, state, and federal lobbying and regulatory advocacy

- Develop, coordinate, and supervise multi-faceted advocacy strategies across the organization that include community engagement and strategic communications to educate, motivate, and influence target audiences to advance policy priorities on the local, state, and national levels
- Manage and grow relationships with key constituencies, partners, and coalitions to advance FSHC's work, including grassroots and grassroots organizations, community leaders, and government stakeholders on the local, state, and national levels
- Create and manage a comprehensive community engagement strategy that includes speaking engagements, digital communications, organizing and coalition building, and education and training opportunities
- Identify and manage special projects and other opportunities that allow FSHC to expand its reach and impact on the local, state, and national levels
- Represent FSHC at local, state, and national events
- **Strategize, develop, and lead FSHC's communications and marketing strategy**
 - Lead and manage media relations for the organization. Respond to reporter inquiries. Develop and pitch feature stories and op-eds. Develop spokespeople on priority issues and prepare them for media engagement and advocacy
 - Identify and lead response to breaking news events. Accurately and swiftly engage in rapid response moments across platforms
 - Identify content needs and develop processes for production across the organization. Supervise final review and dissemination of all content, including reports, fact sheets, and other publications
 - Develop overall organizational strategy for events in collaboration with development staff. Lead and/or assist with the execution of events as appropriate
 - Strategize and manage FSHC's digital footprint on social media and the web
 - Develop and manage FSHC's brand identity to facilitate recognition of the organization's role and accomplishments
- **Serve as a key member of the senior leadership team for the organization**
 - Work closely with Executive Director and other Managing Directors on devising overall organizational goals, strategy, and operational management
 - Analyze staffing and resource needs for external affairs team and participate in annual budgeting and staffing processes to determine how to best meet those needs within organizational capacity constraints.
 - Participate and help coordinate regular meetings of Managing Directors and Directors on overall organizational strategy
 - Play a leadership role in development of FSHC's next five-year organizational strategic plan
 - Play a leadership role in developing strategy for FSHC's 50th anniversary year in 2025-2026
 - Serve as thought partner to Executive Director on organizational strategy around policy and communications

QUALIFICATIONS

FSHC recognizes that an individual's experience is gained through a wide and diverse range of personal, professional, and educational opportunities. When reviewing applications, we take a broad look at the combined experiences of each candidate. Research has shown that candidates from traditionally marginalized communities often don't apply for jobs if they don't meet every single qualification. If you think you can do this job but don't meet every qualification, we encourage you to still apply. Below are the skills and values we prioritize:

- Demonstrated commitment to racial & economic justice and alignment with FSHC's mission & values
- Bachelor's degree in public policy, communications, or a related field required
- Minimum of 3-5 years of experience in a leadership role within external affairs, communications, public policy, or a related field
- Demonstrated success in managing and supervising a diverse team of professionals

- Strong leadership and strategic planning skills, with the ability to develop and implement long-term and short-term advocacy strategies
- Exceptional communication skills, both written and verbal, with the ability to craft compelling messages and deliver them effectively across various platforms, with a track record of managing and growing an organization's digital footprint
- Proficiency in media relations, including experience responding to media inquiries, pitching stories, and preparing spokespeople
- Strong project management skills, with the ability to manage multiple projects simultaneously and meet deadlines
- Excellent community organizing and relationship-building skills, with the ability to engage and collaborate with a diverse range of stakeholders, including community leaders, government officials, and coalition partners, with a preference for experience working in New Jersey
- High level of initiative and ability to work independently, as well as part of a collaborative team
- Innovative thinker with a proactive approach to problem-solving
- High level of professionalism, integrity, and confidentiality
- Ability to work in a fast-paced environment and adapt to changing circumstances

PHYSICAL DEMANDS

The physical demands described here are representative of what is typically required to perform the essential functions of this role. We are committed to creating an inclusive and equitable work environment and will provide reasonable accommodations to support individuals with disabilities in fulfilling these essential functions. These physical demands include: sitting for long periods of time; extensive use of a computer and keyboard, including typing and reviewing documents on a screen; effective communication with team members and external stakeholders, which may involve phone calls, participating in video conferences, and written communications; operating office equipment, including computers, printers, and telephones, which may involve reaching, bending, and lifting small office supplies and materials; travel (possibly frequent) to attend meetings, conferences, or events, which may involve sitting for extended periods during transportation.

LOCATION

This is a primarily remote position with some in-person meetings required. Day-to-day responsibilities will be generally remote. The individual will be required to attend in-person meetings with staff at or near Fair Share Housing Center's offices in Cherry Hill, New Jersey, and as part of key policy and communications initiatives around the state, in addition to occasional evening and weekend commitments. Generally, in-person meetings of any kind will occur 2-3 days per week, with some weeks being more or less depending on the flow of the work.

EQUAL EMPLOYMENT OPPORTUNITY

Fair Share Housing Center is an Equal Employment Opportunity Employer. We are committed to providing an environment of mutual respect, free from harassment and discrimination, where equal opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law.

FSHC believes that diversity and inclusion among our employees are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly and are based on merit, competence, and qualifications. FSHC is also committed to making our application process accessible to individuals with disabilities and will provide reasonable accommodations upon request.

HOW TO APPLY

Interested applicants should apply online by submitting a resume and cover letter at <https://fairsharehousing.bamboohr.com/careers/>.

*All applicants will receive an acknowledgement that their application has been received. Only those candidates selected for further consideration will be contacted directly by our hiring team. Applications will be accepted on a rolling basis until the position is filled.