
JOB ANNOUNCEMENT
HOUSING LAW CAMPAIGN DIRECTOR

The Mississippi Center for Justice (“MCJ”) seeks a Housing Law Campaign Director (“HCD”) for MCJ’s Gulf Coast office in Biloxi, Mississippi. MCJ seeks an attorney whose substantive law concentrations/educational background/clinical experience include exposure to the Fair Housing Act and the Mississippi Landlord/Tenant Act.

MCJ is a nonprofit, public interest law firm committed to advancing racial and economic justice statewide. Our lawyers work with community leaders to support their social justice campaigns and to channel the energies of the legal community to combat discrimination and poverty. With offices in Jackson, Biloxi, and Indianola, we seek systemic solutions that support a fair and just criminal justice system for juveniles and adults, protect the rights of consumers, secure access to healthcare, protect voting rights for all, and make fair and affordable housing available for all Mississippians.

Position Summary

As a full-time employee, based in Biloxi, Mississippi and reporting to the Director of Advocacy and Policy (“DOAP”), the HCD is responsible for the oversight and management of all projects and initiatives related to MCJ’s campaign to promote affordable housing, end discriminatory housing practices, protect and expand tenants’ rights, and promote governmental policy decision-making that addresses the housing issues facing low and moderate-income Mississippians. The HCD’s responsibilities include the leadership of campaign strategic planning; the identification, cultivation and harvesting of the funding necessary to support the work of the Campaign; managing the campaign budget; the day-to-day management of the Housing Campaign staff, including but not limited to the assignment of staff to Campaign projects; the creation, with staff input, of work plans to facilitate the completion of project action steps and the achievement of project goals; the management of grant reporting, and the development of the annual budget for the campaign.

As Housing Law Campaign Director, specific job responsibilities will include:

Staff Management

- Develop job descriptions, list positions, interview, oversee onboarding and orientation process and perform other duties related to the hiring of new staff;
- Supervise staff and support with respective job duties and responsibilities;
- Conduct regular staff meetings and plan bi-annual Housing Law Campaign retreat to discuss goals, measure progress, and assess challenges;
- Coordinate the supervision of student volunteers and interns, supervise the development and management of student projects;
- Perform annual evaluations;
- Monitor time management for staff including semi-monthly timesheets, leave requests, etc.

Project Management

- Manage multiple projects and grants concurrently and maintain work plans for each body of work;
- Collaborate with other MCJ Campaign Directors when appropriate;
- Manage Housing Law Campaign budget including monthly budget reconciliation;
- Lead efforts related to research, policy development, program implementation, partnership building, strategic and collaborative thinking;
- Work with coalition partners to develop consistent messaging and navigate relationships with partners across diverse communities and social justice movements;
- Maintain relationships with state, federal, regional, and national partnerships and coalitions, agencies and collaborations;
- Represent MCJ on boards, advisory councils, committees, etc. to complement our work and to better serve the represented community.

Administrative Functions

- Attend monthly Advocacy Council meetings with President/CEO and support as directed;
- Work closely with the DOAP to advance the objectives and goals of the Housing Law Campaign;
- Create a strategic development plan for the Housing Law Campaign and update yearly;
- Provide monthly highlights to advocacy director;
- Work with all internal staff, stakeholders, vendors/contractors, and others to support the overall success of the Housing Law Campaign;
- Review and approve campaign expenditures.

Public Policy and Legislative Engagement

- Advocate for housing-related policy and legislation, and educate elected officials on pertinent issues;
- Monitor state and federal housing legislation and other appropriate legislation;
- Work in collaboration with local, regional, and national partners to advance the mission, goals and objectives of MCJ;
- Help formulate housing policy agenda and develop strategies to advance goals, objectives, and deliverables for the Housing Law Campaign.

Development/Fundraising

- Assist with grants and prepare applications, interim, and final reports with supporting documentation in collaboration with MCJ Finance and Accounting to ensure grant compliance;
- Identify and pursue potential funding for the Housing Law Campaign. This includes responsibility for writing or co-writing grants, cultivating foundation support, and pursuing other governmental and non-governmental sources of funding;
- Maintain and nurture relationships with funders and attend grantee convening's, learning opportunities, meetings, etc.;
- Create and update work plans to correlate to each grant/body of work including deliverables, timeline, responsible party, etc.

Communications

- Collaborate with MCJ's Communications Director and national partner communications firms to create media strategies to support advocacy and policy campaigns;
- Create content for letters to the editor, op-eds, blogs, and social media;
- Participate in interviews with the media (television, print and/or radio).

Qualifications

- Eight (8) years of practical experience in housing advocacy and policy;
- Litigation experience required, to include Federal Court experience;
- Experience in writing grant proposals required;
- Experience in collecting and maintaining data for use in grant proposals, grant reports, organization records and reports;
- Licensed to practice law in Mississippi;
- Knowledge of Fair Housing Act and Americans with Disabilities Act preferred;
- Knowledge of Mississippi Residential Landlord-Tenant Act required;
- At least 2-5 years of supervisory experience required;
- Strong interpersonal communication skills, including experience working with diverse racial, economic, and cultural populations;
- Excellent organizational and record-keeping skills;
- Technological competency: Word, Excel, Adobe;
- Commitment to the mission of the Mississippi Center for Justice.

Salary/Benefits

Salary is competitive and dependent on experience. The Mississippi Center for Justice offers a generous package that includes medical, life and dental insurance, generous leave, participation in a retirement savings program, and other benefits.

To Apply: Please send brief letter of interest, resume, and three (3) references, including two from former employers, to:

Harya Tarekegn, Director of Advocacy and Policy
htarekegn@mscenterforjustice.org

Please, no telephone inquiries

The position will remain open until filled.

The Mississippi Center for Justice is an Equal Opportunity Employer. We value a work place that is diverse in race, gender, economic status, age, geographic origin, sexual orientation, and other differences that enrich our organizational culture.