



The Fair Housing Center seeks applications for a Director of Investigations

Would you like to make a difference in our community and work for a civil rights agency? The Fair Housing Center is requesting applications for a new position of Director of Investigations. Interested applicants should review the job description and instructions below.

Job Title: Director of Investigations

Reports To: CEO

Job Summary

The **Director of Investigations** oversees The Fair Housing Center's civil rights investigations, fair housing intake, and testing processes used to uncover illegal housing discrimination. The Fair Housing Center seeks a fair housing professional with extensive experience in leading fair housing investigations. This role ensures all investigations conform to best practices in fair housing investigations, while also ensuring that The Fair Housing Center is a visible leader in preventing housing discrimination. The Director will oversee and manage investigation and test coordination, drive investigations, and work closely with legal counsel to pursue enforcement actions.

Core Responsibilities

Investigative & Case Management Leadership

- **Direct the investigative pipeline** from initial housing discrimination intake and interviewing through final determination and settlement or referral.
- **Review and approve investigative plans**, interview logs, evidence files, and investigative reports.
- **Identify discrimination** in lending, appraisals, rental housing, zoning, and other facets of the housing market to pursue investigations.

Team Management & Compliance

- **Supervise, mentor, and evaluate** a team of investigators, intake specialists, and others as assigned by the CEO.
- **Ensure strict data integrity** within the agency's case management system.
- **Serve as a liaison** to the Ohio Civil Rights Commission or HUD in cases filed administratively.

Qualifications & Skills

Required Education & Experience

- **Bachelor's degree** in Criminal Justice, Law, Public Policy, Sociology, or a related field. Master's or Juris Doctor preferred.
- **Minimum of 10 years of investigative experience**, with at least 5 years in a civil rights, fair housing, or employment discrimination enforcement capacity.
- **Minimum of 2 years of supervisory experience** managing legal, investigative, or advocacy staff.
- **Experience with using data in investigations and reports.** Must have experience working with Home Mortgage Disclosure Act data and/or creating reports using data relevant to fair housing investigations.

Core Competencies

- **Deep knowledge of civil rights laws**, specifically the federal Fair Housing Act and local non-discrimination ordinances.
- **Advanced interviewing and evidence-gathering techniques**, including financial asset mapping and digital data tracking.
- **Exceptional technical writing skills** with a proven track record of writing accurate, legally defensible investigative reports.
- **Experience with filing civil rights complaints** with administrative agencies or in assisting attorneys in pursuing litigation in court.
- **Very high level of integrity, honesty, and transparency.**

What We Offer:

- The annual salary range for this position ranges from \$50,000 to \$80,000, depending on experience and qualifications.

- The Fair Housing Center offers a strong benefits package including a 5% IRA contribution with no match required, monthly HSA payments along with good health, dental, vision, and life insurance.
- The Fair Housing Center also offers significant vacation and sick time, and a friendly work environment focused on advancing civil rights.

Physical Demands & Work Environment

- Work is performed in a professional office environment with standard office equipment. Must be able to travel and attend events as required. Occasional evening and overnight travel is required.
- Position availability and start date contingent on grant funding
- Other Duties: Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this job. TFHC can revise or eliminate requirements and responsibilities of this position at any time to reflect its needs and objectives.

To apply:

- Please send a resume and cover letter to The Fair Housing Center, at hr@toledofhc.org and Cc gthomas@toledofhc.org.
- The Fair Housing Center hopes to hire for this position on or before Monday, October 19, 2026. It is preferred that applications be submitted on or before October 9, 2026.