# INTERNAL & EXTERNAL POSTING

# DIRECTOR, DIVERSITY, EQUITY & INCLUSION

**(Job Grade 441)**

United Way of Greater Cincinnati (UWGC) is seeking a dynamic leader to develop, oversee and implement a comprehensive diversity, equity and inclusion (DEI) plan that aligns with the organization’s strategic objectives and goal to be an Employer of Choice.

The Director will develop, implement and monitor programs that promote DEI within the company. Responsible for developing training and initiatives to create and foster an open and inclusive environment. Partner with Human Resources (HR) for employee relations and diversity-related issues.

**KEY AREAS OF RESPONSIBILITY:**

Responsible for developing and executing diversity, equity and inclusion strategies for the organization.

* Translate strategies into tactical plans with clear actions, accountability, and goals to promote best in class equitable DEI practices.
* Collaborate with HR and leaders on sourcing, hiring and retaining diverse candidates by connecting with professional organizations and leveraging social media and community connections. Develop programs to attract, retain, and promote a diverse workforce.
* Consults to improve our organization’s environment; ensuring we foster a culture that is inclusive, innovative, willing to take risks, that proactively leverages multiple dimensions of diversity.
* Develop training opportunities to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting the business plan. Serve as a change agent to provide solutions, resources and training on DEI related topics.
* Build pro-active relationships within the organization and within the community with cross-functional subject matter experts to ensure alignment and focus on diversity and inclusion in all practices. Partner with senior leadership team to integrate DEI into core decisions through the organization.
* Research and develop metrics for measuring the effectiveness of diversity initiatives implemented and prepare quarterly reports to senior management on the value of the initiatives. Develops, improves and oversees DEI metrics and dashboards. Tracks & analyzes key metrics and partners with leaders to drive improvement.
* Keeps current on diversity programs and developments by maintaining contact with others in the field (e.g., professional association and educational groups and professional development efforts).
* Stays current on emerging issues and trends in DEI work and makes recommendations as there are opportunities.
* Oversee external partnerships, memberships and networking relationships. Responsible for outreach relationships with diversity related organizations. Supports development team’s affinity groups by partnering with team members to develop strategies to support their work.
* Builds and grows relationships with national, local and specialized D&I organizations and professional development organizations, as is relevant to the fulfillment of the organization’s strategic action plan and goals.
* Advisor for the Inclusiveness Council and employee resource groups. Ensures each has developed and executes on annual goals, strategies and action plans. Develop succession planning for group leadership.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s degree in the social sciences, human resources, business or related disciplines, or equivalent experience required (Master’s preferred).
* Five to eight years professional work experience in workplace diversity, equity, inclusion & culture. Minimum of five years of experience with managing organizational diversity initiatives and ability to successfully engage in and manage community relationships required.
* Excellent written and verbal communications along with presentation skills, required.
* Excellent project management and organizational skills required.
* Must be self-initiating, exercise good judgment, and be able to work with minimal supervision.
* Demonstrated effectiveness managing diverse stakeholders including but not limited to executives, employee groups, external vendors and consultants.
* Candidate must be collaborative and creative.
* Well-versed in EEOC, Affirmative Action and Compliance required.
* Strong analytical skills and ability to translate metrics, research and trends into strategy.
* Proven influencing and relationship building skills with internal and external partners and people from various backgrounds and cultures.
* Occasional local travel to events within the regional area.

Applicants should apply by **Friday, February 9, 2018** via the link below:

<http://www.uwgc.org/about-us/careers>

### UWGC is an Equal Opportunity Employer Committed to Diversity