United Way of Southeast Louisiana

**JOB DESCRIPTION**

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| Position Title: Manager of Diversity, Equity and Inclusion  |
| Reports to: Chief Equity & Impact Officer |
| Location: 2401 Canal Street, New Orleans, LA | Division: Community Impact |
| Classification: Exempt - Administrative | Supervises: None | Salary: $50,000 + Benefits |
| General Functions: * Provide support to the DEI Advisory Committee.
* Manage and monitor DEI initiatives and objectives.
* Work with internal audiences and external community and donor audiences to build engagement with and commitment to advancing equity and inclusion.
* Support and work with the Chief Equity & Impact Officer to implement policies and plans to meet the organization’s short- and long-term DEI objectives.
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**About United Way’s commitment to DEI:**

UWSELA believes that equity and inclusion are at the heart of its mission to eradicate poverty and ensure better educational, health, and economic outcomes for its community members. We are also committed to embodying those principles as an organization and creating an environment where all identities and perspectives are respected, welcomed, and included (those include racial, socio-economic, ethnic, religious, gender, sexual orientation, and other identities). We are currently looking for a committed and forward-thinking DEI champion to support that effort.

**CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

* **Mission Focused** – top priority is to create real social change that leads to better lives and healthier communities.
* **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
* **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
* **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

**Essential Functions:**

The responsibilities listed below represent the core functions of the role but do not represent a comprehensive list of tasks and projects that may be required of the position.

1. **Ensure the equity and inclusiveness of our organization and its programming:** Continuously monitor and identify areas for improvement among the organization’s many operations and initiatives to ensure they are advancing equity and inclusion in our organization and community.
2. **Coordinate DEI-related education resources and support to the staff:** Provide regular and ongoing tools and resources to staff and leadership to support their knowledge and preparedness to be DEI champions.
3. **Manage and provide support to the DEI Advisory Committee:**  Provide regular communication, meeting preparation and follow up to ensure the committee is informed and providing necessary review and guidance of UWSELA’s policies, practices, and trainings to ensure diversity, equity and inclusion is embedded in all areas of the organization.
4. **Liaise with community members** to collect feedback on the DEI-related impact of our programing and initiatives outside the organization.
5. **Measure, report, and communicate progress on our DEI-related objectives to both internal and external audiences.** Audiences could include the board, staff, community groups, donors, and the wider United Way network.
6. **Coordinate** with the Marketing Department on development of internal and external media content, to include newsletters, website, and social media, etc.
7. **Engage and coordinate with DEI leaders across the United Way network**, along with the Chief Equity & Impact Officer and the global Chief Diversity Officer, to gather and share best practices across the chapters.

**JOB QUALIFICATIONS:**

**Education**: Bachelor’s degree in a relevant field (Human Resources, Business, Social Sciences, DEI Studies or other relevant degree) required. Master’s Degree preferred.

**Experience**: 3+ years of experience leading DEI programming and initiatives, preferably at one or more organizations in a community- or service-oriented space.

**Skills & Capabilities:**

* Strong communication and interpersonal skills to engage with employees at all levels.
* Proven ability to build trust and credibility with diverse audiences and in diverse settings, including both corporate and community audiences.
* Knowledge and understanding of different cultures, backgrounds, and perspectives.
* Demonstrated experience and/or training in facilitating intercultural communication, conflict resolution, and facilitating dialogue on complex DEI-related topics.
* Demonstrated success leading and managing cultural and operational change within an organization.
* Ability to receive and appropriately handle confidential and/or sensitive information.
* Demonstrated experience designing and implementing strategies to achieve DEI-related objectives.
* Experience establishing and tracking metrics (both quantitative and qualitative) to effectively measure progress on DEI objectives.
* Ability to analyze data, identify trends, and make data-driven decisions.
* Demonstrated commitment to continual learning on the latest DEI-related ideas, research, and best practices.
* Flexibility to adapt to changing priorities and evolving organizational needs.
* Must maintain a valid driver’s license, minimum insurance, and reliable transportation.
* Have no outside business interests that may conflict with the organization's goals and objectives not explicitly approved by the President/CEO.

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Signed {Supervisor}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_