



## Job Description

**Job Title:** Chief Diversity Officer-Part Time  
**FLSA Status:** Exempt  
**Classification:** Part Time  
**Compensation (Salaried):** \$41.00-\$46.00 per hour  
**Department:** Administration  
**Reports to:** Chief Executive Officer  
**Revision Date:** June 2021

### Job Summary:

The Chief Diversity Officer (CDO) is an senior leadership role, reporting directly to the CEO. The Chief Diversity Officer serves as a member of the Senior Leadership Team, partnering with other senior leaders to develop and drive forward the key strategies of the organization. The Chief Diversity Officer leads YWCA New Hampshire’s commitment and strategy to be a diverse, antiracist, equitable, and inclusive organization and community partner. S/he/they are responsible for setting and implementing an overarching vision of diversity, equity, and inclusion (DEI) for YWCA NH—both at the programmatic and administrative levels—that works to eliminate systemic organizational marginalization and promotes inclusion and anti-racist practices that will be evidenced through our structures, customs and leadership. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*A Visionary and Strategist the Chief Diversity Officer defines the:*

- Overarching vision, identity, and strategy to become a diverse, equitable, and inclusive organization and community partner both in our Administration and across our programs:
  - *This includes:*
    - Defining – rooted in research, best practice, and community voice – an equity identity and lens, and what our vision of success is for applying them to all that we do
    - Partnering with leaders to define our future vision for YWCA NH and engage in strategic planning work for 2022 and our 3-year plan
    - Ensuring that our long-term (3-year) and near-term (annual and 2022) plans are fully reflective of and inspired by an equity lens, and reflect our equity identity
    - Collaborating with the Senior Leadership Team to develop and monitor key performance indicators, and analyze and share observations regarding programmatic practice and innovation, internal and external DEI metrics, and organizational culture and practice utilizing the YWCA USA reciprocity agreement outcomes and matrix
    - Monitoring progress toward our DEI vision and achievement of our DEI goals as well as supporting the execution of strategies that map toward those goals
    - Partnering with the leadership team to ensure continuous learning and quality improvement regarding DEI metrics, and organizational culture and practice.
    - Collaborating with experts to evaluate YWCA NH’s practices, stay current on DEI research and best practices in the gender-based violence, education, housing, and wellness fields and beyond.

- *Leads YWCA NH's leadership team in driving YWCA NH's Equity Strategy, through:*
  - Supporting all programs in building their equity practice and culture
  - Ensures alignment among different programs and partnerships to support the unique needs and opportunities of culturally specific populations
- Works closely within the leadership staff to design and implement strategies for recruiting and retaining leaders of color to senior leadership positions at YWCA NH
- Examines YWCA NH policies, procedures and practices and identify what needs to evolve, be changed, or initiated.
- Builds a robust network of partnerships across the organization and community in order to achieve DEI goals.

*Through action in:*

- Staying abreast of research and best practices in equity and inclusion, particularly among people experiencing oppression or violence and infuse/adapt it to YWCA NH culture and practice
- Partnering with CEO to communicate our commitment, our practices, our accomplishments and our learnings more broadly
- Partnering with Director of Programs and Community Outreach to respond to events that impact YWCA NH communities, develop public policy priorities and strategies
- Lead YWCA NH Racial Justice Work Group and working groups, ensuring staff, client, and board member voice is integrated into equity strategy and practice
- Manage and strengthen YWCA NH's relationships and collaborations with external partners

**SKILLS AND ABILITIES:**

1. Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
2. Exceptional leadership skills
3. Demonstrated track record in challenging and influencing peers to approach all work with an equity lens
4. Ability to develop and monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.
7. Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
8. Strong management expertise; able to manage multiple projects and to move quickly from one to another.

9. Ability to create/design adult learning and teaching of the content and skills associated with operating with an equity lens
10. Proven track record of success engaging with communities of color and LGBTQ+ communities
11. Ability to remain solution-focused and respectful in all interactions with staff, coworkers, vendors, and clients.
12. Sufficient manual dexterity and physical ability to perform assigned tasks

**MINIMUM QUALIFICATIONS:**

1. Requires a minimum of a BA/BS in social work, psychology, business, education or related field. Master's Degree preferred.
2. Minimum 5 years' experience advocating for and implementing change within a multi-cultural environment.
3. Minimum 3 years' experience developing and implementing diversity/equity/inclusion programs.
4. Direct service, nonprofit experience preferred.
5. Ability to communicate in languages other than English preferred.

**Competencies:**

**Adaptability & Flexibility:** Adapts to changing business needs, conditions, and work responsibilities.

**Self-Motivation, Initiative & Creative Thinking:** Takes action without prompting and develops fresh ideas that provide solutions to all types of workplace challenges.

**Commitment to Quality Service:** Builds and maintains client/community satisfaction with the services offered by the organization.

**Confidentiality, Integrity, Ethics & Trust:** Maintains confidentiality and earns others' trust and respect through consistent honesty and professionalism in all interactions.

**Valuing Diversity:** Helps to create an environment that embraces and appreciates diversity.

**Stress Tolerance and Unflappability:** Maintains composure in highly stressful or adverse situations.

**Problem Solving Attitude:** Approaches situations and challenges in a solutions based proactive and effective manner.

**Respectfulness & Relationship Building:** Builds constructive working relationships characterized by high level of acceptance, cooperation, and mutual respect.

**Professionalism & Personal Boundaries:** Conducts oneself with appropriate and expected professional boundaries and policies.

**Work Environment and Physical Demands:**

- Work is primarily performed in an office setting.
- Work requires the ability to ascend and descend stairs, as well as the ability to move about and position self efficiently to perform physical tasks and address emergency situations.
- Position requires the ability to monitor and observe activities of clients, and children of clients, within the facilities.
- Requires the ability to adjust vision and focus to review documents and spreadsheets.
- Requires the ability to safely pick up children weighing up to 30 pounds as well as the agility to move about while doing so.
- Occasionally works in outdoor weather conditions.
- Occasionally requires the ability to move or transport supplies or equipment weighing up to 20 pounds unassisted.

**Other Requirements:**

- Satisfactory Criminal Background Check

**Acknowledgement:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee’s signature below constitutes the employee’s understanding of the requirements, functions, and duties of the position.

Employee Name (please print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_