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| Job Title: | Director, Racial Justice and Equity | Revision Date: | 11.18.2021 |
| Incumbent: |  | Department: | Administration |
| Location: | Cincinnati, OH | FLSA Status: | Exempt |
| Supervisor: | Executive Vice President |  |  |
| Supervises: | N/A |  |  |

# JOB SUMMARY

The Director of Racial Justice and Equity is responsible for leading agency efforts that promote racial justice, diversity, equity and inclusion. This is inclusive of all aspects of social justice programming, community engagement and communication, staff development and, equity programming including planning, organizing, staffing, and leading program activities.

# PRINCIPAL DUTIES & RESPONSIBILITIES

## Program Development

* Provide vision, creativity and “big picture thinking” to define organization strategy
* Research, identify and implement best practices of equity and diversity, assist in establishing a culture of inclusive excellence
* Develop effective relationships and collaborate with key community partners to identify policy initiatives and work needed to create systemic change
* Lead agency advocacy efforts to support policy changes that impact agency mission
* Create, analyze and monitor outcomes to enhance services
* Support and contribute to Racial Justice Program processes and infrastructure, including meetings and events
* Coordinate agency Toward Equity program
* Create marketing plan and implement promoting the Toward Equity program to community partners
* Oversight of Toward Equity curriculum evaluation process and update
* Provide Toward Equity facilitation as needed
* Involvement with YWCA internal equity efforts and organizational change processes
* Shaping and participating in internal and program presentations, including weekend and evening events and workshops
* Collaborate with various Departments interested in furthering their own programming related to racial/social justice.

## Administration

* Establishes budgets in conjunction with Executive Vice President & Finance Vice President and provides close oversite and assures that expenditures are aligned to available resources.
* Ensures all necessary reports are completed in a timely manner.
* Ensures that Executive Vice President is aware of program activities, problems or concerns.
* Works with Executive Vice President and other Directors on coordination/integration of other YWCA programs, training, in- services and events.
* Oversight of Advocacy and Racial Justice committees.

## Community Involvement

* Represent YWCA and provide leadership on various community coalitions and committees in order to promote best practices and advance community and agency goals.
* Conveys the YWCA and program philosophy at community functions
* Participates in special events and activities relative to racial justice and equity.
* Provides training to community partners.

## Other Assignments

* Attends YWCA staff meetings, training or outside functions
* Media contact and representation on issues related to racial justice/equity
* Other duties as assigned by the Executive Vice President

## Clerical/General Administrative

* Develop forms and records to document program activities
* Responds to routine email, phone calls, etc.
* Makes copies, prints documents, etc.

## Budget Responsibility

* Assists in development of budget and provides on-going monitoring of expenditures and revenues
* Identify and represent agency for potential funding opportunities as they arise in community

## Support to Management, Supervisors and Staff Key Relationships

* Interacts with YWCA Executive staff, Board, staff, volunteers, consultants, other social services agencies, and various communities and outside organizational representatives especially those who share like-minded missions.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

# QUALIFICATIONS:

Education/Experience

* Bachelor Degree in related field of study required, Master’s Degree preferred.
* Significant experience with a social justice organization or in racial justice work
* Three years of management experience and expertise with diversity, equity, and inclusion
* Management experience in project/program coordination
* Management experience in facilitating social justice-oriented conversations, trainings, or workshops to varied audiences.
* Experience in developing curriculum-based trainings and workshops related to social justice.
* Professional presenter and trainer

Licenses/Credentials/Certifications

* N/A

Skills/Specialized Knowledge/Abilities

* + Calm, organized, patient, diplomatic, and confident demeanor in working with staff and vendors
  + Comfort in relating to all levels of management and diversity of personalities
  + Advanced attention to detail and accuracy in all work
  + Intermediate ability to prioritize own wide-ranging work load and work independently
  + Ability to maintain the highest levels of confidentiality regarding business and staff information
  + Intermediate ability to work collaboratively with colleagues and vendors
  + Demonstrated ability to establish and maintain close, collegial and effective working relationships with colleagues and grantees of diverse backgrounds and perspectives,
  + /Deep knowledge and understanding of criminalization of communities of color and the criminal justice system personal experience with criminalization or the criminal justice system is a plus,
  + Ability to think and work intersectionally, particularly about race, class, gender, sexual orientation, and gender identity,
  + Familiarity with organizing and power building strategies,
  + Strong research, analytic, problem solving and writing skills, and ability to synthesize information clearly and concisely,
  + Close attention to follow-up and detail,
  + Ability to communicate clearly and persuasively, orally and in writing,
  + Ability to plan and manage multiple priorities on different timelines,
  + Ability to handle confidential information with complete discretion,
  + Understands and values social justice, including racial and gender equity as an organizational operating mission and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.
  + Computer skills including Microsoft Office/Office 365 expertise. Internet and virtual platform expertise.

WORKING CONDITIONS:

Working Hours/Environment

* Office hours are 37.5 per week; may require additional hours periodically, including evening and weekends depending on business needs
* Work at various work sites

Tools and Equipment Used

* Personal computer, copier, fax/scanner, phone, and other typical office equipment

Travel

* Minimal – travel to various work sites in the Greater Cincinnati area

Physical & Mental Demands

* Frequently required to stand or sit for long periods of time depending on the project
* Digital dexterity and hand/eye coordination in operation of equipment and machinery
* Light lifting and carrying of supplies and tools, etc.
* Ability to speak to and hear employees/clients via phone or in person
* Body motor skills sufficient to enable incumbent to move around the office environment
* Additional Mental Requirements: compare, decide, direct, problem solve, analyze, instruct, interpret

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| SUPERVISOR’S ACKNOWLEDGMENT: |  | DATE: |  |
| EMPLOYEE’S ACKNOWLEDGEMENT: |  | DATE: |  |

*This job description does not constitute a written or implied contract of employment. This job description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change job duties and responsibilities as the need arises.*