

WOMEN HELPING WOMEN: JOB DESCRIPTION

WHW's mission is to prevent gender-based violence and to empower all survivors.

POSITION TITLE: [OBJ] DEIB Director

Summary: [OBJ] The Diversity, Equity, Inclusion & Belonging Director (DEIB) plays a crucial role in promoting equity and fostering an inclusive work environment within an organization. The DEIB Director develops, implements, and executes Diversity, Equity, Inclusion & Belonging (DEIB) initiatives to attain organization strategies and objectives and ensures adherence to organizational core values. Provides essential training and coaching to leaders on DEIB and cultural literacies, humility and competency related matters. Additionally, advises enhancements in recruitment, retention and organizational strategies to ensure alignment within the Agency's Strategic Plan. As a leader, the DEIB Director will provide guidance to multiple teams within the organization, including all Co-Champions of the Agency's Strategic Plan Pillars, ensuring accountability for their outcomes and performance in DEIB. The DEIB Director will remain informed about industry trends, legal requirements and other factors influencing DEIB programs and will represent the Agency at meetings and events advocating for DEIB in the workplace.

QUALIFICATIONS: Bachelor's degree or equivalent experience in HR Management, organizational behavior, or related business discipline required. Master's degree in human resources preferred. DEIB certification programs are required. 2 years field experience, with practical experience in designing and implementing DEIB programs is required. Strong understanding of DEIB concepts and issues, including knowledge of applicable laws and regulations is required. Excellent interpersonal, communication, and facilitation skills is required. Ability to analyze data and generate reports is required. Strong leadership and project management skills is required.

RESPONSIBILITIES & EXPECTATIONS

Strategy:

- Design and implement strategies to enhance diversity, equity, inclusion and belonging within the organization regarding recruitment, promotion, pay equality, and other aspects of workforce management, in accordance with Agency's Strategic Plan and core values.
- Ensure that fair practices are followed throughout the organization, including hiring, promotions, and compensation.
- Drive the execution of all goals and strategies related to DEIB in Strategic Plan and leverage DEIB tools, strategic assessments, best practices, and benchmarking that will be key to supporting the organization's ever evolving requirements.

Program development:

- Design, create, and execute comprehensive development, review, and approval of all DEIB educational materials, curriculum, strategies, and tools across the organization, ensuring their effectiveness and alignment with the overarching DEIB strategic plan.
- Develop and oversee diversity training programs, workshops and seminars for employees and management, ensuring that everyone understands the importance of DEIB and how to contribute to an inclusive workplace.
- Leading the development, design, and implementation of strategies and programs that meet workforce needs and ensuring seamless integration into all learning and development programs will be a key responsibility.
- Develop and manage agency-wide annual DEIB training plan and budget.

Monitoring and Evaluation:

- Conduct assessments to identify areas for improvement and measure the effectiveness of DEIB initiatives providing analysis and key findings to senior leadership or relevant stakeholders and holding Agency accountable

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for its DEIB goals and outcomes.

- Monitor the effectiveness of new and existing DEIB initiatives through training course evaluations and analysis to continuously improve learning content, training delivery, and facilitation.

Budget Management

- Prepare and manage budgets related to DEIB efforts.
- Allocate resources effectively to support DEIB programs.

Policy Development

- Assist in the development and implementation of policies and procedures that promote DEIB within the workplace.
- Ensure that DEIB considerations are integrated into all aspects of the organization's operations and decision-making processes.
- Communicate DEIB goals, programs, and progress to employees and external stakeholders.

Other Requirements: To facilitate Agency effectiveness, may be expected to take on other duties assigned.

Confidentiality: May be involved in confidential personnel, and interagency issues. Responsible for client confidentiality.

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

Women Helping Women complies with applicable laws requiring reasonable accommodations for individuals with disabilities.

ACCOUNTABILITY:	CFO
HOURS:	Full time
PAY BASIS:	Salary, Exempt
BENEFITS:	As stated in the current Human Resources Policy Handbook

Rev. 5/24