



DIRECTOR OF EQUITY

REPORTS TO: Chief Executive Officer

DEPARTMENT: Executive

EMPLOYMENT TERMS: Full-time

SALARY: \$70,000 - \$80,000

JOB SUMMARY:

The Director of Equity will serve as a member of the YWCA Northern New Jersey leadership team to develop strategies to carry out the mission in accordance with its strategic plan and provide direction to the organization and staff. This position reports to the Chief Executive Officer.

They will oversee the development, implementation and management of programs and services which will ensure program quality, participant satisfaction and staff retention and growth.

They will supervise staff in the areas of equity promoting fairness and justice for all by creating pathways to empowerment, economic sufficiency, leadership development for women and girls and creating allies to remove systemic barriers that reinforce racism.

RESPONSIBILITIES:

- Provide leadership and consultation at all levels of the organization to overcome barriers and identify and implement policies that advance the work and meet goals.
- Supervise and oversee all Equity Programs and staff.
- Trains internally and externally, as appropriate, on topics such as diversity and inclusion, racial equity, belonging, gender, disability, and LGBTQ+ inclusivity, etc.
- Assist in the coordination of diversity, equity, inclusion and belonging (DEIB) trainings and programs, including scheduling, logistics/preparation, materials, technical setup and troubleshooting, on-site coordination, and follow-up (e.g. drafting agendas and post-meeting follow-up correspondence, etc.).
- In coordination with HR, identify and research potential DEIB issues within the organization.

- Supports the administering of employee engagement surveys, among other staff engagement and informational surveys.
- Assist with communication efforts by partnering with internal/external Communications/Marketing teams to influence creative direction and create content for DEIB communications both internal and external.
- Adeptly facilitates organizational-wide DEIB learning sessions and critical conversations (virtually and in-house) to promote cultural understanding and competency, and a climate of DEIB throughout the organization.
- Participates in the new employee onboarding process, delivering various DEIB trainings during orientation.
- Identifies and helps research potential DEIB issues within the organization.
- Supports projects related to the development, implementation, and oversight of health equity.
- Schedule and implement advocacy, racial justice, gender equity, and health equity programs, including educational workshops.
- Responsible for coalition building, legislative advocacy, and the mobilization of public support for the YWCA Northern New Jersey's advocacy agenda.
- Develop and maintain relationships with regional associates, community groups, and other key partners, policymakers, and their staff.
- Draft policy analyses, reports, agenda, minutes, and other written documents.
- Create newsletters, legislative action alerts, and social media campaign material for Communication staff.
- Develop, manage, and evaluate program outcome objectives as defined by the organization and its funders.
- Assist in preparing and managing the annual department budget.
- Network with, cultivate and maintain connections throughout the business, health, and non-profit community to build linkages, develop programs, and increase participation.
- In conjunction with appropriate staff, develop and implement program criteria and procedures, and evaluate program effectiveness.
- Represent YWCA Northern New Jersey at appropriate community meetings, forum collaborations and coalitions that further our mission.
- Manage and coordinate events and outreach activities with regard to mission and signature events such as Women's Leadership Conference, Racial Justice Awards, and others, including scheduling, logistics/preparation, materials, technical setup and troubleshooting, on-site coordination, and follow-up (e.g. drafting agendas and post-meeting follow-up correspondence, etc.).
- Works creatively and continuously to name opportunities for people most impacted by inequalities to participate in solution development.
- Ensure all systems and management tools are in place to complete required deliverables.
- Complete project reports as required.
- Review and process all grant-related expenses.

- Be responsible for completing accurate and timely records, including data metrics for organization and funders.
- Participate in staff meetings, trainings, and awareness events as needed.
- Function in accordance with agency standards, policies and procedures.
- Other duties as assigned by the Chief Executive Officer.

CORE COMPETENCIES:

- Acts in accordance with YWCA Northern New Jersey Mission.
- Organizational skills.
- Demonstration of cultural awareness, sensitivity, and commitment to social justice.
- Collaborative work style.
- Compassion and empathy when interacting with all people.
- Relationship building skills.
- Excellent written and oral communication skills.
- Critical thinking and problem-solving skills.
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality.

PROFESSIONAL QUALIFICATIONS:

- Master's degree in a social science discipline such as Social Work, Women's & Gender Studies, Sociology, Psychology, Human Services, or related field.
- Bilingual in Spanish is a plus.
- Five (5+) plus years' experience in diversity, equity, inclusion and belonging program management.
- Proven ability to work well with individuals from diverse backgrounds.
- Minimum of five (5) years project coordination, community organizing or team building, or experience with developing successful collaborations.
- Must have ability to adjust schedule to accommodate off-hour meetings and events.
- Must be computer proficient with Word, Excel, Power Point, Publisher, Outlook, and Internet, and electronic database systems.
- Must be able to work independently, be flexible and dependable, and demonstrate initiative and creativity.

PERSONAL QUALIFICATIONS:

- The selected candidate must:
 - Be passionate about promoting racial equity and inclusion at personal, organizational and systems levels; understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
 - Be able to clear a background check.

- Have the ability to work effectively with and gain the respect of multiple constituencies, including senior executives and decision-makers, individual and institutional partners at all levels, and staff and team members across departments.

OTHER REQUIREMENTS: Valid driver's license and reliable transportation to travel throughout the service area.

PHYSICAL DEMANDS/MOTOR COORDINATION

Requires hand-eye coordination; finger dexterity, and a combination of sitting, standing, climbing, stooping, balancing, kneeling, reaching, carrying, pushing, pulling, lifting (up to 15 pounds). Must be able to write, type, use telephone and computer systems, and other office equipment. Tasks may involve extended periods of time at a keyboard, telephone or workstation; walking for up to 3 hours (*e.g.*, canvassing, parades); periods of time outdoors in variety of weather (*e.g.*, canvassing, parades, tabling, *etc.*); and lifting and transporting tables and boxes of materials for outreach work.

YWCA Northern New Jersey is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA Northern New Jersey employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.