

UNITED WAY OF CENTRAL NEW MEXICO DIRECTOR OF DIVERSITY, EQUITY & INCLUSION JOB DESCRIPTION

Job Title: Director of Diversity, Equity & Inclusion

Department: Diversity, Equity & Inclusion Exempt: Yes

Reports to: Chief Executive Officer

ORGANIZATION:

Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of four counties: Bernalillo, Sandoval, Torrance, and Valencia. Its mission is to bring people and resources together to measurably improve lives and strengthen our communities.

UWCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community's challenges. Our programs and donor dollars ensure that individuals and families in Central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

UWCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Director of Diversity, Equity & Inclusion who will contribute to this cross-functional organizational initiative and uphold the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.
- We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

SUMMARY:

United Way of Central New Mexico's Director of Diversity, Equity & Inclusion provides tactical leadership in the development and implementation of the organization's diversity, equity and inclusion practices and policies. She/He/They understand the role of helping the

organization build its capacity to find, motivate and support talent in a high-performance culture that emphasizes empowerment, collaboration, diversity, inclusiveness, teamwork, and excellence. She/He/They will internalize the organization's mission, vision and strategic objectives and will work across divisions and departments to build and manage a best-in-class inclusion and equity function known for its commitment to excellence, diversity, and inclusion.

ESSENTIAL FUNCTIONS:

Essential Function 1:

Internal Diversity, Equity & Inclusion Lead

- Implement and monitor programs that promote diversity, equity and inclusion within the company.
- Responsible for identifying and facilitating staff training and initiatives to create and foster an open and inclusive environment.
- Translate strategy into a tactical plan with clear actions, accountability, and goals to promote best in class equitable D&I practices.
- Serve with Senior Management to integrate diversity, equity and inclusion into core decisions through recruitment, performance management, leadership development, employee engagement and retention.
- Develop training opportunities to educate employees and managers on how to recognize, accommodate and appreciate individual differences and how these can be bridged back to assist in meeting organizational goals.
- Facilitate initiatives to focus on equitable recruitment and hiring practices, employee retention, wage equity and promotional practices.
- Research and develop metrics for measuring the effectiveness of these initiatives implemented and prepare quarterly reports to senior management on how we are doing as an equitable organization.
- Provides support, guidance, education, and as appropriate, direction to various levels of management on human resource-related and DEI-related matters.
- Integrate aspects of the United Way Worldwide Equity Toolkit into the organization where appropriate.

Essential Function 2:

External Diversity, Equity & Inclusion Support

- Oversee external partnerships, memberships, and networking relationships. Responsible for outreach relationships with diversity related organizations.
- Collaborate with the Impact Team with the selection and allocation of grants to small BIPOC-led organizations.
- Identify short- and long-term activities to foster change leading to more equitable, racially just, and sustainable solutions rooted in community conversations.
- Oversee the implementation of UWCNM Community Conversations with BIPOC-led/serving organizations and community stakeholders, leaders and organizers.
- Apply aspects of the United Way Worldwide Equity Framework in the local community in partnership with the Albuquerque Community Foundation.

Essential Function 3:*Employee Lifecycle Management*

- Develops, implements, and continually strengthens best practice and inclusive recruitment, orientation, and onboarding processes to source highly diverse and competent candidate pools and to retain a highly talented, engaged and committed team of employees.
- Develops, implements, and analyzes new employee satisfaction and commitment surveys.
- Facilitates development and oversees execution of employee development and organizational training plan in coordination with the senior team and supervisors.

MINIMUM REQUIREMENTS [EDUCATION]:

Bachelor's degree required. Master's Degree preferred.

MINIMUM REQUIREMENTS [EXPERIENCE]:

Five years of experience within Diversity, Equity & Inclusion practices. Excellent communication and presentation skills. Must be able to meet deadlines and be flexible. Requires the ability to work in a fast-paced environment high level of organizational skills and interpersonal skills.

SALARY RANGE:

Annual salary of \$70,000 - \$80,000, dependent upon experience.

UWCNM pays 50% of employee health and dental premiums for the first two years of employment and 100% after, matches 403(b) contributions up to 3% and has a generous vacation and sick leave policy.

EQUIPMENT USED:

Standard PC based office equipment.

PHYSICAL REQUIREMENTS:

Must possess a valid driver's license.

Interested applicants should send a cover letter and resume to applicant@uwcnm.org by Friday, July 2.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.