

Vice President of Equity, Diversity & Inclusion

President's Office

"We pursue this vision in all we do as we ask our community to give, advocate and volunteer. We believe that vision can only be achieved if pursued with shared values, and therefore place great emphasis on building a team that will pursue this vision together with **ICARE**. This is an exciting time to be part of our team as we embark on a new strategic framework that fosters innovation, builds community partnerships, and integrates across traditional functional areas."

Inclusion-Courage-Accountability-Respect-Excellence

Position Summary

The Vice President, Diversity, Equity & Inclusion (DEI) is an exciting new addition to the executive team and will be a key member of the Operating Committee (executives who provide strategic and operating leadership for the organization). In this role, your primary responsibility is to advance organization diversity, equity and inclusion, in partnership with the OC and consistent with the mission and values of the organization, by recommending, developing, implementing, and managing both internal and external diversity related strategies, partnerships, programs, and initiatives. This position will report to the Chief Talent and Culture Officer (CTCO) and will work closely with the CTCO and CEO to advance the DEI strategy and performance of the organization and will partner with the full executive team to achieve the DEI goals of the organization.

Responsibilities include benchmarking efforts against other companies and organizations considered to be leaders in diversity/inclusion and recommending areas for improvement, training workforce to emphasize culturally competent working relationships, and providing leadership to diversity initiatives. The Vice President will also lead the IDEAL (Inclusive Diversity Equity Advancing Leaders) employee group for strategy, program launch and implementing initiatives to ensure the optimal infusing of DE&I principles and practices in all aspects of our organization but specifically in company culture and community impact. As a member of the OC, the Vice President is also expected to be an active participant in the overall leadership of the organization and, as such, is expected to learn about other areas of the organization's work and operations and participate actively in strategic discussions.

Position Duties & Responsibilities

This job description describes the general nature and level of work performed by employees assigned to this position. It should not be construed as an exhaustive list of all required duties, responsibilities, and skills. Reasonable accommodations may be made to enable disabled individuals to perform the essential functions of the job.

The organization opposes all forms of racism and discrimination. We acknowledge that racism and discrimination, both implicit and explicit, exist in our community and present significant barriers to the achievement of economic well-being and quality of life for many in the communities we serve. We are committed to listening, learning, and amplifying the voices of our Black and Brown neighbors. We will do so in a manner that demonstrates respect for all. We will bring our resources, influence, and convening leverage to the table to address systems that limit opportunity for a disproportionate and growing number of people of color in Central Indiana. While we cannot promise perfection, we

are committed to accelerating progress toward ethnic and racial equity as individuals, as an organization, and as an active community leader.

We strive to have Diversity, Equity, and Inclusion embedded in our DNA and reflective in the goals and objectives of every department/division within the organization. This new position is critical to the achievement of this goal.

- Develop goals, strategies, and performance measures for making the organization more inclusive. Serve as a resource in how to use policies and procedures to promote and implement diversity and inclusion practices. Provide technical assistance, training, and tools.
- Partner with internal departments including Operations, Marketing, CI, SI & Fundraising to share best practices in DE&I, strategize to determine the best way to move forward with a DE&I perspective and communicate the organization's Diversity, Equity, and Inclusion strategy.
- Provide leadership in the nonprofit sector and represent the organization with external partners. Identify partnerships and strategic alliances that add value and leverage resources available to support the community.
- Develop and maintain knowledge base on current emerging social trends, community concerns, and political and service delivery issues in the communities we serve and in the state of Indiana.
- Develop and operationalize the vision and strategy, aligned with the organization mission, values, and business strategy to increase diversity and create inclusivity across organization people and programs.
- Identify and minimize the impact of any potential systematic and other barriers to diversity and authentic inclusion.
- Develop a database to monitor progress on diversity, equity, and inclusion for the organization.
- Collaborate with stakeholders to lead, assess, develop, implement measure, and continuously improve key initiatives/programs to achieve cultural diversity, equity, and inclusion objectives.
- Integrate and optimize cultural diversity, equity, and inclusion standards in collaboration with the Chief Talent & Culture Officer and IDEAL.
- Partner with the Chief Talent & Culture Officer and the Talent Management Director to infuse cultural diversity, equity, and inclusion strategy into the talent processes (i.e. recruitment, onboarding, performance management, programming/training, talent retention strategies, etc.)
- Participate in important external business and cultural diversity, equity and inclusion activities and events consistent with the organization's outreach and corporate responsibilities initiatives.
- Lead efforts related to applying for various external awards and/or completing external surveys to enhance the organization's reputation as a diversity leader. Identify external recognition and presentation opportunities to highlight and share the organization's efforts relating to Diversity and Inclusion.
- Performs special assignments and other work, on an as-needed basis.

Qualifications

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual in this role must display the highest level of integrity and confidentiality. The organization also values innovative thinking, and a successful

candidate will be a self-starter who can work within the team to achieve goals and objectives. The individual should have effective communication skills, attention to detail and organization, and flexibility and adaptability. The individual will also maintain knowledge of trends in his/her area of responsibility and reviews literature to understand key issues.

- Perform both strategic and hands on tasks.
- Ability to conduct an analysis of where the organization currently is and the work that needs to be done to grow.
- Comfortable engaging in conversation and working alongside members of the President's Opportunity Committee.
- Strong written and verbal communication skills and ability to bring people along.
- Ability to build relationships, manage stakeholder expectations, and influence staff and community partners.
- Demonstrated commitment to the community.
- Demonstrated attention to detail, meeting deadlines, compliance with budget, and goal obtainment. Organizational skills with proven program management capabilities; ability to work on multiple, key projects in parallel.
- A strategic and thoughtful approach to decision-making. Proven ability to thrive in fast paced environment and engage in spirited, debate around issues.
- Ability to manage multiple stakeholder expectations while driving toward organizational goals.
- Demonstrated track record of vision creation, strategy develop, and successful plan execution.
- Experience successfully managing relationships internal and external to the organization and at all levels of organizations (big and small, non-profit, and corporate, board level to entry level).
- Flexibility to manage resources and time in response to shifting priorities.
- Experience leveraging data and analytics to develop insights and drive decision-making.
- Ability to problem-solve as part of the Operating Committee which provides strategic and operating leadership for the organization.

Education and/or Experience

- Bachelor's Degree
- Advanced degree or DE&I certification helpful but not required.
- Proven ability to create, lead, and implement successful DE&I strategies. **At least 5 years of related experience.**

*Work experience may substitute for education requirements on a case by case basis.

Physical Demands:

The physical demands described here are general representations of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, talk, and hear. The employee frequently is required to use hands to touch and handle objects. The employee frequently stands or walks.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office setting, with sustained use of a computer.
- The noise level in the work environment is minimal to moderate.

- Maintains personal/professional competency and works to create an environment of courtesy, respect, enthusiasm, and a positive attitude in all interactions both internal and external to the organization.

Core Competencies

The organization's team is evaluated on the following core competencies:

- Inclusion
- Courage
- Accountability
- Respect
- Excellence
- Thinking Strategically
- Stakeholder Experience
- Effective Communication

Position Leader: Chief Talent & Culture Officer

Benefits: Complete Benefits Package Available

Equal Opportunity Employer