



Diversity, Equity and Inclusion Director

Literacy Minnesota is seeking an individual for a part-time **Diversity, Equity and Inclusion (DEI) Director** position. This new, benefits-eligible position is 20 hours per week, with flexible hours based on organizational needs and candidate availability. Literacy Minnesota is a nonprofit organization dedicated to improving literacy through education, community building and advocacy.

Position Overview: The **DEI Director** will be responsible for leading the organization-wide equity and inclusion work of the board and staff to ensure that DEI is deeply embedded throughout Literacy Minnesota. This position will promote transformational change within Literacy Minnesota culture and position Literacy Minnesota as a catalyst for anti-racism systems change externally with our communities.

Work environment is a hybrid of typical office environment and home office; time spent on the computer is approximately 70%, depending on workstyle. The position travels frequently in the Twin Cities area and occasionally through Greater Minnesota. This position reports to the Executive Director/President. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific responsibilities of the **DEI Director** include, but are not limited to:

- Serve as member of the Literacy Minnesota leadership team, bringing a DEI lens to discussions and decisions.
- Serve as staff lead with the DEI Governance Committee which is a combination of staff and board members.
- Engage in the ongoing work to define Literacy Minnesota's DEI vision and strategy, and implement various initiatives within the defined strategy (e.g. anti-racist practices that will be evident through service delivery, volunteer recruitment, internal operating systems, branding and marketing, as well as fundraising).
- Further embed DEI in key talent management processes, including staff recruitment, hiring, onboarding, performance management, and staff supervision. Stay current on local and national DEI best practices.
- Guide the implementation of Literacy Minnesota's DEI roadmap initiatives; establish and monitor success metrics; translate strategies into tactical plans with clear actions, accountability, and goals to promote best in class equitable DEI practices.
- Develop consistent communication and feedback tools and mechanisms to ensure that Literacy Minnesota can identify, discuss, and address equity issues impacting the organization and the literacy field.
- Build pro-active relationships within the organization and within the community with cross-functional subject matter experts to ensure alignment and focus on diversity and inclusion in all practices.

Qualifications for this position include:

Required:

- Bachelor's degree in the social sciences, education, human resources, business or related disciplines, or equivalent experience in lieu of degree; minimum 8-10 years progressively responsible experience in a similar or transferrable role(s).
- Five years experience in workplace diversity, equity, inclusion and culture.
- Demonstrated success and commitment to working towards an anti-racist culture within an organization and the broader community.
- Excellent written and verbal communications along with presentation skills.
- Excellent project management and organizational skills.
- Must be self-initiating, exercise good judgment, and be able to work with minimal supervision.

- Collaborative and creative workstyle.
- Demonstrated effectiveness managing diverse stakeholders including but not limited to executives, employee groups, external vendors and consultants.
- Proven influencing and relationship building skills with internal and external partners and people from various backgrounds and cultures.
- Demonstrated DEI-focused management style, including helping supervisees and the organization achieve DEI goals.

Preferred:

- Ability to occasionally work a flexible schedule.
- Ability to occasionally travel within Minnesota.
- In this hybrid position, preference is given to candidates who are able to attend meetings in person at various Twin Cities locations.

Compensation: Starting pay rate between \$33.67 - \$37.41/hour (commensurate with experience) and a generous benefits package.

To apply: Please email cover letter and resume with **DEI Director** in the subject line to hr@literacymn.org. This position is open until filled, with priority given to applications received by Wednesday, August 10, 2022.

Literacy Minnesota fosters an organizational culture that is welcoming and inclusive to all. **We strongly encourage applications from people of color, indigenous peoples, immigrants and refugees, LGBTQ+ individuals and people with disabilities.**