**DIVERSITY, EQUITY AND INCLUSION DIRECTOR**

**JOB DESCRIPTION**

Under the supervision of the Human Resources Officer the Diversity, Equity & Inclusion (DEI) Director combines their knowledge of Sail2Changes Mission, Vision, Values and strategic goals and talent management priorities to develop and manage initiatives that will contribute to the achievement of Sail2Change strategic equity and inclusion goals. The DEI Director position has a high level of discretion in carrying out duties and assignments and the position responsibilities are broad in scope, strategic In nature, and impact all of the organizations operations, programs and partnerships. The DEI Director serves as advisor and resource person for management and staff in the areas of diversity, inclusion, and equity.

**ESSENTIAL RESPONSIBILITIES:**

* Create and administer Sail2Change annual Employee Experience Survey. Ensures that survey results inform and help shape Sail2Change talent management strategies.
* Develop and implement goals, policies, training, tools, change strategies, metrics, and accountability structures associated with the Sail2Change cultural proficiency work.
* Consult to and coordinate the efforts of policy and practice development groups within the organizations strategic planning process.
* Ensure that Sail2Change’s Mission, Vision and Values are an integral and engaging part of Sail2Changes New Employee Training & Onboarding practices
* Work closely with the HRO and Sail2Changes Cultural Impact Committee leadership or DEI Advisory Panel to support the continuous learning of its members while providing guidance and consultation to staff to ensure that young people and staff all have an equitable chance to succeed and grow within our Programs and Operational Functions
* Build relationships and a recruitment strategy with communities of color and the LGBT community
* Develop benchmarks and metrics for strategic interventions and organizational goals that help advance diversity and inclusion within the organization.
* Create learning opportunities and forums for open dialogue and discussions about cultural proficiency in order to build stronger relationships between staff and young people
* Collaborates in the design of progressive employee relations systems to remedy employee relations concerns

**QUALIFICATIONS AND MINIMUM REQUIREMENTS:**

* 5 or more years of experience leading diversity & inclusion initiatives.
* Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues
* Knowledge and experience developing and implementing communication strategies to reach diverse audiences
* Experience communicating effectively to front-line staff, managers, executive leadership, teams, Board members, partners and diverse stakeholder groups
* Experience providing direction on developing relationships with underserved or underrepresented communities, communities of color and differently able communities
* Knowledge and experience facilitating and leading difficult conversations
* Ability and experience exercising sound, expert independent judgment, using political acumen to build coalitions that further the Sail2Change diversity and inclusion work
* Knowledge of HR laws

**CONDITIONS OF EMPLOYMENT:**

* Valid state identification or passport.
* Computer software skills including Google Drive, Monday.com, Microsoft Word.
* Initiative, creativity, reliability, flexibility, thoroughness.
* Strong verbal and written communication skills with good quality spelling, grammar and punctuation.
* High integrity when dealing with a broad array of cultures and restricted and/or confidential information.
* Ability to deal therapeutically with behavioral and emotional problems presented by young people and understanding of emotionally, physically and sexually abused young people.
* Ability to coordinate overall program functioning.
* Ability to accurately maintain and produce files, records, logs and reports.
* Ability to maintain professional boundaries with clients while building trust and respect.
* Ability to verbally and physically respond to an aggressive person in ways that de-escalate, establish and maintain staff and young peoples safety.
* May be required to assume responsibilities or duties within the agency not specifically delineated in this job description for short periods of time or on an infrequent basis.
* Commitment to Sail2Change initiative to build cultural proficiency across the agency. Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.

**BENEFITS:**

Sail2Change provides competitive benefits to full time and part time employees including unemployment insurance, vacation, paid holidays, and sick leave after successful completion of the 90-day? Introductory Period.

**EQUAL OPPORTUNITY EMPLOYMENT:**(if we are hiring as an employee and not a contractor)

Sail2Change is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, gender identity, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. People of Color and Members of the LGBTQ community are strongly encouraged to apply.

**Collaborative people. Progressive builders.**

Consistently recognized as a best workplace, and for our commitment to safety, sustainability, and community partnerships, BNBuilders hires the very best in the construction industry and strives to create an environment that encourages innovation, responsibility, and client satisfaction.

If you are looking to be a part of an open, supportive team and receive exciting challenges that promote personal and professional growth, look no further than BNBuilders!

**JOB RESPONSIBILITIES**

 Provide expertise and knowledge in company’s efforts to ensure compliance of the corporate diversity program.

 Develop current and future D&I needs and trends, shaping business and competency development.

 Develop business priorities that provide opportunities to build diverse and inclusive practices and programs into BNB’s culture.

 Conduct audits and risk assessments to ensure compliance of the corporate diversity program.

 Partner with HR on developing and executing a recruiting strategy that helps to attract a diverse workforce from the college Intern level through Executive positions within the organization.

 Partner with HR to ensure metrics are met to drive the organizations decisions and measure BNB’s diversity goals.

 Work with Operations to lead the development and delivery of a subcontractor outreach program to develop strategic partnerships with small / disadvantaged business enterprises and MWBE community.

 Provide strategic guidance, content, and organizational information for proposals and participates in client presentations for potential projects.

 Attend client interviews and presentations as requested to report on small / disadvantaged business enterprise utilization and Minority, Women, and Disadvantaged Business Enterprise program.

 Evaluate, select, and manage external vendors, partners, and related budgets when required.

 Through external outreach, work to promote industry wide diversity and inclusion practices, manage relationships with key diversity organizations, and represent BNB’s D&I program at conferences and industry events.

**QUALIFICATIONS**

 Bachelor’s degree preferred; Master’s degree is a plus.

 5+ years of work related to diversity and inclusion; experience in the construction industry a plus.

 2+ years of leadership experience preferred.

 Excellent interpersonal skills.

 Proven experience working and collaborating well with various levels.

 Demonstrated ability to work independently and in teams.

 Demonstrated organization, planning, and time management skills, with the ability to multitask, prioritize, and delegate.

 Exhibits strong leadership skills, with the ability to coordinate activities effectively and lead teams.

 Ability to use information and data to interpret, analyze, and recommend solutions.

 Excellent networking skills, with the ability to develop and maintain a network within the diversity and inclusion community.

 Demonstrated ability to project manage initiatives of varying size and complexity from inception to implementation.

 Demonstrated knowledge and experience with Disadvantaged Business Enterprise (M / W / DBE) programs.

 Demonstrated knowledge of current diversity and inclusion best practices related to talent acquisition and trade contractor partnerships.

 Experience with coordinating and serving as liaison between clients, industry organizations, and the community to support and preserve the company brand.

 Ability to lead, inspire, and create a vision and strategy for diversity and inclusion.

 Demonstrated experience with identifying and evaluating external vendors, consultants, and partners and managing relationships and deliverables.

 Proven experience leading the execution of company-wide diversity and inclusion programs and initiatives.

 Proficient with Microsoft Office Suite.