

GREATER CLEVELAND PARTNERSHIP

POSITION DESCRIPTION

POSITION TITLE:	Director, Equity & Inclusion Initiatives
TEAM:	Equity & Inclusion
REPORTS TO:	Senior Vice President, Equity & Inclusion
FLSA CLASSIFICATION:	Exempt

POSITION SUMMARY:

The Director, Equity & Inclusion Initiatives creates a tactical plan for increasing diversity in middle and high wage positions throughout our region, with a focus on employers. Building from the Equity & Inclusion Assessment (completed by 144 companies in 2022), the Director will develop strategies to support employers that are interested in increasing their hiring and retention of diverse individuals by identifying examples and connecting them to resources and experts. This position reports to and works closely with the SVP, Equity & Inclusion for Greater Cleveland Partnership.

ESSENTIAL FUNCTIONS:

- Creates and provides direction to a plan for a diverse hiring strategy for middle and high wage positions for employers throughout the region with input from the SVP, Equity & Inclusion.
- Creates a tactical process to drive regional growth for diverse talent in middle and high wage positions
- Oversees annual Equity & Inclusion Assessment process, data reports to companies, and follow-up conversations and increase participation
- Works with communications team to create approaches to support strategic goal (e.g., Crain's Awards)
- Develops annual program for E&I, including the E&I Conference and CEO Forum, with input from SVP, and works with events and marketing team to execute event, and identifies and supports other key events, through GCP or with partners, towards strategic goal to increase diverse hiring
- Stays connected to and supports talent team and ecosystem initiatives that add diverse talent pipelines in middle/high wage fields (e.g., IT, manufacturing, healthcare, and other technical fields)
- Keeps up-to-date on relevant and new best-practices in the diversity, inclusion and equity field and updates resources to support GCP's Equity & Inclusion regional goals
- Supports GCP's position as a thought leader, regionally and nationally, and supports SVP's convening and outreach to diversity professionals in region
- Updates CRM system and departmental/internal databases with attendance and other relevant data
- Performs other duties as needed

EDUCATION AND EXPERIENCE:

- 5 – 7 years of program direction and project management experience with a focus on training and/or diversity and inclusion initiatives
- Bachelor's degree in human resources, organization development, with strong demonstration of data analysis capabilities

▪ **REQUIRED SKILLS:**

- Data analysis and report development experience
- Capacity to generate ideas, initiate, create a plan for, and follow-through on projects independently
- Curiosity with propensity for researching best practices
- Appreciation of issues related to economic inclusion and equity, particularly the economic inclusion of people of color
- Proven track record in managing direct reports
- Ability to manage projects with many stakeholders with different perspectives
- Strong oral and written communication skills and excellent client service skills, and agility to work with many organizations and stakeholders
- Ability to collaborate in a team environment and take a leadership role in organization and region
- Proficiency in time management: able to meet deadlines
- Process and detail oriented with the ability to work in a continuously evolving work environment
- Intermediate level of proficiency in Microsoft Office Suite required

PHYSICAL REQUIREMENTS:

- May be required to work more than 8 hours during a workday
- Sitting for long periods of time
- Limited travel/driving required
- Significant manual dexterity for keying in data for long periods of time

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours
- Must be available during standard business hours
- Incumbent has the flexibility to schedule activity with the approval of supervisor
- Aspects of this position may be performed from a remote location on a limited basis with the approval of supervisor.