



Community Foundation of Greater Greensboro Job Description

Position Title: Vice President, Diversity, Equity, and Inclusion

Reports To: President

Overview:

The Community Foundation of Greater Greensboro (CFGG) is a public charity serving greater Greensboro and Guilford County in North Carolina. Under the direction of a volunteer board of community leaders, the Community Foundation receives charitable funds from donors, invests those funds, distributes funds to charitable causes, provides services and grants to nonprofit agencies and the community, and leads, convenes and facilitates issues important to its communities.

The Community Foundation of Greater Greensboro proudly upholds the tenets of an equal opportunity employer.

Position Summary:

The Vice President, Diversity, Equity, and Inclusion (VP-DEI) champions the Foundation's guiding principles of our DEI Statement and Community Pledge (see addendum.) The VP-DEI leads the design, implementation, and monitoring of policies and programs that support a diverse and inclusive workplace and develops strategic partnerships with diverse community groups. As a member of the Senior Leadership Team, the VP-DEI works closely with leaders across the Foundation organization, soliciting and utilizing input, to build a meaningful, motivational, and sustainable approach to diversity, equity and inclusion, in all aspects of its internal and external work.

Essential Duties & Responsibilities:

Develops and supports initiatives, policies, and practices, including ongoing education and training programs, that promote a culture of inclusion and develop the skills of staff to work effectively, respectfully, and equitably with diverse members of our team and community

Educates and interacts with members of the Board, Executive Committee, Governance Committee and Personnel Committee especially as relates to diversity, equity, and inclusion policies

Provides strategic thinking and subject matter expertise to the Senior Leadership team to integrate diverse, equitable and inclusive workplace practices

Leads the Foundation in managing certain human resource functions including the development and implementation of an operations manual, personnel policies and procedures, employee benefits, performance assessment and compensation programs

Integrates metrics into compensation and benefits process to ensure equitable treatment and industry alignment

Provides timely, accurate, and data-driven metrics on the progress of diversity, equity and inclusion goals to the President, Board, and community partners

Collaborates with the Development and Grants teams to communicate and advise on diversity and inclusion strategies with stakeholders and strategic partners

Stays abreast of relevant regulatory statutes, policy developments and national/local trends to ensure CFGG's effectiveness and credibility of its work, and facilitates cross-functional team discussions to ensure accreditation with National Standards for US Community Foundations is maintained

Supervises the Manager, Employee Engagement and Operations

Carries out special assignments as needed

Required Capabilities:

Professionalism:

- Supports the mission, vision, and strategic goals of the Foundation to serve internal and external constituents
- Conducts self in a professional manner and maintains confidentiality
- Follows and supports Foundation policies and procedures
- Evaluates own performance and assumes responsibility for professional development
- Maintains current knowledge of all changes affecting area of work responsibilities

Teamwork:

- Participates as a team member utilizing a collaborative style to achieve mutual goals
- Provides proactive, creative cross-functional thinking and ideas to enhance service to customers
- Demonstrates ability to effectively work with diverse constituencies
- Actively participates in relevant meetings, and leads committees as needed

Knowledge, Skills & Abilities:

Required:

- Bachelor's degree (Human Resources or relevant concentration) and preferably, a Master's in Business or Non-profit Management
- At least seven years of progressive diversity and inclusion professional experience
- Interpersonal, organizational, time management, leadership and development skills
- Creativity and self initiative

Qualifications:

- A proven leader with senior level executive experience in developing and managing programs and resources in a dynamic and growing organization.
- Effective decision-making and problem-solving skills, initiative and resourcefulness to achieve goals
- Ability to facilitate open and honest dialogue that encourages staff and Board members to reflect, listen and learn from others' experiences and to achieve positive outcomes for the Foundation
- Effectively balance big picture thinking and attention to detail, including the ability to prioritize work and manage multiple demands
- Able to successfully interact, present and facilitate with and amongst a wide range of constituents

Addendum: Our Pledge to the Greater Greensboro Community

The Community Foundation of Greater Greensboro was founded in 1983 with inclusiveness as one of our core values.

Our purpose is to improve the community and the lives of all its residents. We are governed by a 30+ member board that celebrates the diversity of Greensboro, so our decisions and recommendations are made truly for the benefit of all. We also bring people of diverse backgrounds together to discuss challenges affecting the community as a whole and help champion new initiatives to solve them.

To formally recognize our work in diversity, equity, and inclusion, in 2018, CFGG adopted a Diversity, Equity, and Inclusion (DEI) statement, as follows:

“Our communities are diverse. They include people of all ages and abilities, creeds and religions, cultures, ethnicities, gender identities, national origins, races, sexual orientations, and socioeconomic backgrounds. To pursue our mission, we will embrace our diversity, create opportunities for equity, commit ourselves to fairness, and promote inclusion of all people.”

Looking forward, we believe it is important to be intentional on our journey to be the champion of all people in our community and to “walk the walk” as stated above.

We, therefore, dedicate ourselves to the following guiding principles:

1. We are committed to continue building a diverse, inclusive, and representative organization
 - a. We will measure the diversity of our board, volunteers serving on our committees, and leadership within our strategic initiatives to reflect the diversity of our community
 - b. We will share our learnings and evolution openly with the community
2. We are committed to a diverse and representative staff
 - a. We will hire all open positions from a diverse pool of candidates, and will measure the diversity of our staff and management annually to reflect the diversity of our community
 - b. We will hire a Vice President for Diversity, Equity, and Inclusion
 - c. We will provide racial equity trainings and professional development opportunities for all staff annually
3. We are committed to working with a diversity of vendors with a focus on those who are local
 - a. We will perform an internal analysis of our vendors to ensure equitable opportunities for all

- b. We will give preference to local vendors over national ones and track annually
 - c. We will include vendors who are representative of the diversity of our community, including women-owned business enterprises (MWBE) and historically underutilized businesses (HUB)
- 4. We are committed to diversity, equity, and inclusion in all aspects of our work
 - a. We will measure the diversity of donors engaged in our work to ensure that diverse voices are represented in the philanthropic leadership of our community
 - b. We will measure the diversity of grantees we support and track their respective impact on equity and inclusion
 - c. We will communicate the results of our efforts through all appropriate channels, with an emphasis on storytelling
- 5. We are committed to invest significant resources into initiatives that will address racial equity issues in our community
 - a. We will invest \$250,000 in the Black Investments in Greensboro Equity Fund and continue our involvement with the Expanding Community Giving initiative
 - b. We will support convenings and projects that address issues of diversity and inclusion
 - c. We will implement appropriate equity metrics into our workforce development initiatives, including: 60 x 30, Say Yes Guilford, Forward Cities, and others.