



## Diversity, Equity, & Inclusion Consultant Job Description

### **Position Overview**

I Follow the Leader is looking to partner with DEI Consultants who will help provide support for client engagements at I Follow the Leader to help us achieve our firm's mission. Our mission is to help leaders and companies thrive and reach their highest potential. We heighten awareness and readiness of Diversity, Equity, and Inclusion (DEI) initiatives within companies through strategic engagements.

Our knowledgeable team of leadership consultants move businesses along the diversity continuum, improve their overall culture, and help leaders take action to increase profitability, creativity, and innovation. We lead cultural audits, strategic planning, trainings, and other DEI engagement activities for organizations.

We envision a day when every member of the global workforce feels a sense of belonging and has equal opportunity to lead, thrive, and reach their highest potential. We have exciting new engagements in the works... so many that we need a hand to get them all done. And that is where you come in!

***Sound like something you want to know more about? Keep reading for details and application instructions!***

**Hours:** This is an independent contractor and project-based role. Consultants will be matched to projects that fit their skills, knowledge, abilities, and desired project type.

**Location:** This position is a remote, work-from-home position. You can be located anywhere.

**Pay:** This is an hourly position. The hourly rate will be commensurate with experience, skills, and pay equity, starting at \$35 an hour. Candidates will be asked to share their rate expectations in the application.

**Position Close Date:** We will accept applications on a rolling basis. We will begin interviewing potential candidates **immediately**, so we highly recommend applying as soon as possible.

**How to Apply:** We would like to expand our portfolio of exceptional DEI consultants. If the position overview resonates with and you believe you meet the requirements outlined below, please:

1. First, complete the position questionnaire that can be found at [ifollowtheleader.com/jobs](https://ifollowtheleader.com/jobs).
2. Next, email a resume, 1-page cover letter, and up to 2 additional documents that showcase your skills, knowledge, and abilities at the same time to [info@ifollowtheleader.com](mailto:info@ifollowtheleader.com).



Applications will only be reviewed if all requirements are met in the order outlined above. We value transparency, so we will let you know within three weeks of your application submission date whether we will be inviting you to move forward to the interview stage.

## **Role, Responsibilities, Results, and Requirements**

### **Role**

DEI consultants provide support to our clients by leading and co-leading training and working on strategy deliverables in accordance with I Follow the Leader frameworks. Our consultants provide guidance and expertise while focusing on the client's success and satisfaction. Our independent DEI Consultants are Senior Leaders or Leaders; titles are based on education and experience. Senior Leaders will report to the CEO. Leaders will report to the CEO or a Senior Leader, depending on the project scope. All engagements are currently virtual. We anticipate that changing later in 2021.

We are looking for DEI consultants who would like to specialize in one of the options below. Preferences will be gathered during the application process. The interview process will focus on the category you apply for.

- Training/Discussions
- Strategy Deliverables
- Training/Discussions and Strategy Deliverables

### **Responsibilities**

All Consultants:

- Work in conjunction with our CEO, DEI Coordinator, and other consultants to help execute the firm's mission.
- Represent the I Follow the Leader brand well and follow all training and discussion templates and guidelines.
- Serve as a subject matter expert and provide strategic thought leadership to a range of clients including small businesses, nonprofits, universities, and large enterprises.

Training/Discussion Consultants:

- Lead or co-lead training on topics including but not limited to DEI, Racial Equity, Unconscious Bias, Respectful Workplace.
- Lead or co-lead DEI discussions including but not limited to "Courageous Conversations", strategy discussions, and focus groups.
- Conduct research as needed.
- Prepare engagement overviews to outline the timeline for engagements you will lead or co-lead.
- Participate in engagement overview calls and post-engagement calls for projects you are on.
- Write executive summaries for clients following training or discussions.
- Monitor pre-survey data and analyze pre-and-post survey data for the executive summary.
- Manage behaviors, interpersonal/group dynamics, and diffuse conflict during training and discussions.



### Strategy Deliverable Consultants:

- Lead or collaborate on DEI strategy deliverables including but not limited to survey development and analysis, DEI Action and Measurement plans, Pipeline/Recruitment plans, document review and analysis, and DEI statement creation.
- Conduct research that will help to enhance the strategy deliverables.
- Prepare engagement overviews to outline the timeline for engagements you will lead or co-lead.
- Participate in engagement overview calls and post-engagement calls as requested.

### **Results**

- Your primary responsibility will be to show up 100% and be fully present and able to execute the firm's mission and vision.
- You provide thought leadership and help to elevate the overall brand.
- I Follow the Leader is recognized as a thought leader in the diversity, equity, and inclusion area.
- Clients have a fantastic experience, advance along the P.A.C.E. Progress framework, and provide you and the firm with positive reviews.

### **Requirements**

- Work requires data analytical, communications and organizational skills generally acquired through completion of a master's degree program for Senior Consultants and a bachelor's degree program for Consultants.
- 2+ years of prior diversity, equity, and inclusion experience in a consulting environment is preferred.
- 3+ years of training experience for training/discussion consultants.
- 3+ years of strategic planning or advanced project management experience for strategy deliverable consultants.
- High-level communication skills.
- Ability to set goals and develop achievable timelines to hit them.
- Highly developed self-awareness and leadership skills.
- Ability to effectively partner and influence at the executive level.
- Ability to be proactive, innovative and creative in meeting client's needs.
- Highly organized and efficient.
- Detail-oriented.
- Delivers well ahead of deadlines.
- Computer proficiency and skilled in technology. Some of the platforms we use regularly include Outlook, Zoom, Calendly, LinkedIn, Canva, and Grammarly.
- A quiet work environment that has: a computer, cell phone, high-speed internet.

**Questions?** Email [info@ifollowtheleader.com](mailto:info@ifollowtheleader.com) and we'll respond to you at our earliest convenience.