



**Announcement**  
**The Workforce Diversity Network is Filling Vacancies**  
**Board of Directors**

The Workforce Diversity Network (WDN) is a non-profit (501c3) organization located in the Greater Rochester (New York) Area dedicated to the professional development and networking of Diversity, Equity, and Inclusion goals of its members: corporate and other non-profit organizations seeking to enhance their understanding, promotion and management of diversity, equity and inclusion in their workplaces.

Members of the Board of Directors for Workforce Diversity Network are volunteers who collaborate with the Executive Director to: advise; govern; oversee policy direction; and assist with the leadership and general promotion of the WDN to support the organization's mission (\*below) and needs. Board positions are voluntary; terms of service are generally appointed for either one- or two- year terms.

*In this search, candidates may be appointed to either two- to three-year terms so as to stagger the succession that allows an even split within the Board's length of service.*

**General Responsibilities:**

- Set strategic direction.
- Oversee financial health of the organization including fundraising initiatives.
- Provide program direction and evaluation.
- Advise on marketing initiatives.
- Engage in focused approaches for community outreach.
- Attend and participate in regular meetings and special events as able.
- Understand policies and procedures according to WDN By-Laws.

**Ad hoc Responsibilities:**

- Select and support the Executive Director and other personnel; review performances.
- Recruit, engage, evaluate and provide an orientation for new board members.
- Serve as a member/chair of at least one committee of the Board, as needed.
- Become involved in supporting conference planning/special events.

**Meetings and time commitment:**

- The Board of Directors meets quarterly, typically for two hours, during the months of March, June, September and December (occasional ad hoc meetings may occur).
- Board members are expected to:
  - Attend and participate in WDN's monthly two-hour meetings as scheduled by the board.
  - Serve as a member/chair of at least one standing committee of the Board and serve on ad-hoc committees as appropriate.
    - Hours of participation may range from 3-8 hours per month, pending board business and special events.
  - Be alert to community concerns that can be addressed by the WDN mission, objectives, and programs.
  - Help communicate and promote the WDN mission and programs to the community.

- Become familiar with the WDN finances, budget, and financial/resource needs.
- Understand the policies and procedures of the WDN.
- Be involved in conference planning/special events and execution.

**Qualifications:**

- **Minimum qualifications:** Candidates will possess at least a Bachelor’s degree with experience in the field of: Diversity, Equity, and Inclusion; Human Resources; Management; Education; and other related fields.
- **Preferred qualifications:**
  1. Current WDN members or others who have knowledge of and/or experience with WDN (past members, or partners).
  2. Prior experience working with non-profit (501c3) boards.

**Application Process:**

Applications shall consist of a cover letter, resume and name/contact information for three professional references who can attest to the candidate’s qualifications.

Applications should be emailed to: [BODSelection@workforcediversitynetwork.com](mailto:BODSelection@workforcediversitynetwork.com).

Applicants are asked to identify in their cover letter their greatest strengths, based on knowledge and past experience, regarding the following:

1. *Functional Skills/Assets/Relationships* – legal, financial, influential, marketing, other boards, etc.
2. *Work with Diversity/Demographically distinct populations* (i.e., position, age, gender, race, ethnicity, socio-economic background, religions, culture, physical and/or cognitive differences, and any or different levels of intersectionality that might exist among them.)
3. *Industry* – finance, services, corporate, community, education, manufacturing, entrepreneurial, etc.

Additionally, individuals interested in learning more about Workforce Diversity Network and the Board of Director positions may request a **Zoom link in their cover letter** for one of the two virtual meetings.

June 20 8:30 a.m.

June 23 5:00 p.m.

Application review will begin on July 1, 2022; applications received by this date will receive first consideration. The positions will remain open until all vacancies are filled.

*WDN is an equal opportunity organization.*

**\*WDN Mission Statement:** The WDN serves as a catalyst for enhancing the understanding, promotion and management of diversity and inclusion in the Rochester region’s employer community.