



Workforce Diversity Network

Job Opening: Executive Director, Workforce Diversity Network

Position Summary

Guided by the Board of Directors, the Executive Director is responsible for the overall management, operation, and well-being of WDN. The Executive Director champions the development and implementation of the organization's mission and goals, oversees the organization's strategic plans, manages the organization's financial operations, and provides leadership and direction to WDN contractors and volunteers. The Executive Director will be a true leader of external community relations, enhancing public awareness in an effort to fulfill the mission and vision of the WDN.

Responsibilities

Organization Operations

- Provides leadership supporting overall operations, including program development, administration, and evaluation of new and existing training/educational programs and curriculum.
- Fulfills the organization's mission and attainment of short and long-term goals.
- Evaluate organization structure and develop desirable plans for continual improvement.
- Directly manages organization personnel including subcontractors.
- Works collaboratively with the Board to recruit new members.
- Promotes an environment where personnel is treated fairly, respected, and valued.

Strategic Planning and Board Support

- Provides information, advice, and counsel to the Board, its Chair, and Committees to assist them in supporting and carrying out the organization's strategic direction.
- Partners with the Board to develop and implement actions toward strategic goals and measures progress.
- Provides overall leadership to WDN team members to develop and implement plans, programs, policies, procedures, and other activities.
- Maintains a working knowledge of developments and trends in diversity, equity, and inclusion leadership.
- Supports all Board of Directors' activities, including Board and Committee meeting schedules, locations, creation of agendas, materials, and other duties assigned by the Board.

Financial Stewardship

- Together with the Board of Directors, assumes responsibility for WDN's financial management.
- Provides quarterly financial reports to the Board.
- Expands the organization's capacity for diverse fundraising and grant acquisition, and cultivates key relationships with individuals, organizations, and funding sources.
- Secures and oversees contracts, grants, and other strategies for increasing revenue.
- Ensures compliance with federal, state, and local laws/ regulations.

Community Relations and Public Education

- Ensures WDN's mission and vision are frequently and consistently presented to the community.
- Develops and sustains communications positioning WDN within a vibrant, collaborative, diverse, inclusive, and equitable community.



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- Establishes collaborative working relationships, partnering with local leaders, groups, organizations, media, and marketing sources.
- Serves as spokesperson for promoting the organization to the public at large.
- Completes all job functions with ethical and cultural responsiveness.

Qualifications

- Bachelor's degree in a relevant field is required. A Master's degree in Business, Human Resources, or a field related to Diversity, Equity, and Inclusion is preferred.
- Seven to ten years of progressively responsible positions within a non-profit or business environment.
- Experience with state and local government agencies to secure and administer public contracts and grants preferred.
- Strategic planning experience in a non-profit/academic or business setting.
- Confirmed success in fundraising, including major gift cultivation and solicitation.
- Demonstrated leadership in Diversity, Equity, and Inclusion.
- Availability to work a flexible schedule as dictated by needs.
- Excellent verbal and written communications in public, non-profit, and corporate settings.
- Commitment to develop and inspire people in keeping with WDN mission and vision statements.
- Experience and knowledge regarding the ethical and legal parameters regarding discretion and confidentiality.
- Demonstrated proficiency regarding digital and online communication and basic knowledge of website/marketing navigation.

Additional Information

The Executive Director position is a half-time role (20hrs a week), requiring scheduling flexibility and variable working hours.

- The salary range is expected to be \$18,000 – \$22,000 annually, commensurate with experience.
- The anticipated start date for this position is March 1, 2022.
- Additional information about the Workforce Diversity Network can be found at: workforcediversitynetwork.com
- Full versions of the Mission and Vision statements may be found at the WDN website: workforcediversitynetwork.com/about-us

To Apply

Please forward a digital cover letter, resume, and contact information for three professional references by close of business on January 14, 2022, to:

Chair, Selection Committee

WDNSelect@gmail.com

Workforce Diversity Network is an equal opportunity workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.