



Job Description

TITLE: Diversity, Equity, and Inclusion Manager

REPORTS TO: Executive Director

General Statement of Duties and Skills:

The Diversity, Equity, and Inclusion (DEI) Manager will coordinate contracted community organizers who will help develop relationships with VMRC and our targeted communities. The Manager will learn about the needs of the targeted communities to develop an effective implementation of the regional center's ongoing Language Access and Cultural Competency (LACC) plan and the associated DEI efforts agencywide. The Manager will strategically develop and conduct community access surveys and other tools for data measurement. In working with the Community Consultants, the Manager will obtain the qualitative data through focus groups and other engagements. The DEI Manager will collect and analyze data and submit semi-annual reports of outcomes to the California Department of Developmental Services (DDS).

The DEI Manager will help us continue to operationalize our commitment to action against systemic racism, sexism, agism, ablism, and the many other ways of creating barriers to inclusion, belonging and access. The DEI Manager will be housed in the Director's office and will be supervised by the Executive Director and supported by the agency's department directors and staff within the director's office. The DEI Manager will impact the overall agency performance and will touch every part of the organization and work closely and collaboratively with a wide variety of team members. This role will be an integral part of the Director's office, working closely as a solution partner with the Managers, Senior Leadership, Board of Directors, and community partners. The DEI Manager must be a skilled community organizer, outreach professional, and committed to building social capital for people with disabilities in every community. In addition to the LACC plan the DEI Manager will design and develop enterprise wide inclusive and equitable programs, policies and will champion a company culture where every single employee belongs and thrives.

Working Condition and Physical Requirement:

- The majority of duties are performed in the office and out in the community.
- Must have reliable transportation and be able to travel locally and out of town regularly.
- The ability to sit at a work station for long periods of time.
- Frequent standing and walking throughout offices, service provider facilities and other agencies.
- Must be able to physically operate a standard office equipment (i.e. computer, etc.)
- The ability to read, write and comprehend large amounts of written material such as reports and regulations, use of the telephone and email is required daily.
- Excellent oral and written skills are essential.

Key Responsibilities – Essential Functions

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- Work closely with the various internal resources such as the Executive Director, Senior Leadership, Staff of the Director's Office, the DEI Committee, and the Board of Director's Diversity, Equity, Belonging, and Inclusion (DEBI) committee to leverage their talents and influence and expertise to help execute and scale the company's enterprise-wide diversity, equity, and inclusion strategy.
- Collaborating with key stakeholders across the organization, to help evolve the design of policies, practices, and experiences that create a sense of belonging for all.
- Champion the development and execution of strategies and initiatives that support the advancement of DEI proficiency across the organization
- Work closely with various community stakeholders to further operationalize equity practices and contribute to strategies that drive desired outcomes.
- Expand on efforts to align DEI objectives with the organization's Mission, Vision, and Values, as well as strategic goals, priorities, and ethics.
- Collaborate with key stakeholders to plan and implement practices that promote diversity, equity, and inclusion for internal workforce development.
- Contribute to the ongoing development of DEI-related learning and development initiatives, specifically providing expertise to the eLearning course development process and work closely with the agency's training manager as a resource.
- Establish and support the facilitation of employee resource and affinity groups.
- Monitor, manage, and engage with internal online communities.
- Provide leadership support to the DEI Committee and the DEBI Committee and be an active participant in their sponsored activities.

Measurement & Reporting

- Work in partnership with Human Resources and other leadership to prepare annual DEI surveys, complete DEI audits, and build related reports
- Monitor performance metrics, and mechanisms to track needs, trends, effectiveness of policies and programs, and progress toward accomplishing objectives
- Evaluate qualitative feedback, quantitative data, and observations on a regular basis to inform strategy, decision-making, and accountability

Supervision Responsibility

Direct Reports: Community Organizer Contractors, and any additional staff added.

Minimum Position Requirements:

BA/BS degree (graduate degree preferred) in Organizational Psychology, Organization Development, Organizational Development, and/or design, DEI, Human Resources (HR), Social Justice, or experience managing programs (with an emphasis on business partnerships, employee advocacy, employee relations, change management, or HR administration activities preferred).

Salary Range: \$3495.20 to \$4,684.00 a pay period (26 pay periods a year) and [Benefits](#).