**St. Benedict’s Episcopal School**

**JOB DESCRIPTION**

**Director of Diversity, Equity, Inclusion & Belonging**

The Director of Diversity, Equity, Inclusion and Belonging (DEIB) supports the School’s values, culture and performance by developing and implementing strategies that support a diverse and inclusive faculty, student body, and parent community. The position reports to the Head of School.

**Summary**

The Director of DEIB designs, develops and implements the School’s diversity initiatives and inclusion strategy to attract and retain a diverse School community. The Director of DEIB collaborates with the Head of School and the Leadership Team to ensure an atmosphere of belonging and understanding among the School community.

**Duties and Responsibilities**

1. Researches, identifies, develops, recommends, and executes creative strategies to achieve the organization’s diversity & inclusion goals, including those that are in the strategic plan
2. Develop and implement School-wide training and professional development programs for faculty, staff, students, parents, and school leaders
   * Support all school audiences in understanding perspectives of all cultures, races, religions, gender and sexual orientations
   * Develop trusted, strategic relationships with faculty, staff, students, parents, and school leadership
   * Collaborate and help guide Academic Chair to ensure curriculum promotes inclusivity and diversity
3. Embody and uphold the School’s vision, mission, and values
4. Collaborate with the Leadership Team and Head of School to review current practices and policies and assess and analyze the extent to which the practices and policies support or hinder the school’s diversity goals
   * Collaborate with the Human Resources (HR) team to conduct surveys and audits to gather data about the School’s performance in the areas of diversity, equity and inclusion
5. Collect and analyze statistical data to evaluate the school’s population in accordance with diversity standards and goals
6. Identify and execute initiatives and programs that support diversity and inclusion goals, i.e., Affinity Groups, cultural celebrations, etc.
   * Develop and monitor quantifiable short-term measurements and long-term outcomes
   * With the Head of School, determine diversity and inclusion performance metrics
   * Keep track of the diversity and inclusion performance metrics; report metrics to the Leadership Team and other audiences as requested by the Head of School
7. Build visibility and awareness of the School’s diversity and inclusion goals, policies and practices
8. Act as a liaison with School audiences at the request of the Head of School to include meeting with parents when issues of diversity arise.
9. Work with the HR Director to ensure legal and regulatory compliance regarding diversity, equity, and inclusion
10. Effectively communicate with the Head of School, Leadership Team, and other school audiences
    1. Provide information in a timely and accurate manner
11. Work with the HR Director to address any kind of employee grievance about diversity, equity, and inclusion
12. Work with the HR Director to build a diverse candidate pipeline that supports the established diversity hiring goals.
13. Work with HR to set annual performance expectations for faculty and staff in alignment with diversity, equity and inclusion
    * + Provide coaching if and when needed
14. Work with HR to ensure equity and inclusion at every stage of the employee life cycle

O. Collaborate with marketing to ensure representation with promotional and marketing initiatives.

1. Other duties as assigned

**BACKGROUND**

The Director of Diversity, Equity, Inclusion and Belonging is a purpose-driven leader with a passion for the mission of St. Benedict’s Episcopal School, the ability to inspire the School community, and the experience to lead the implementation of diversity, equity and inclusion practices.

***Required Skills/Abilities***

1. Proficiency in diversity, equity, inclusion and belonging
2. Excellent verbal and written communication skills including proven dispute resolution skills
   1. Able to communicate clearly in private and public environments
3. Thorough understanding of federal, state, and local equal opportunity laws and regulations
4. Effective organizational skills with attention to detail
5. Strong analytical and problem-solving skills
6. Strong work ethic with a willingness to “roll up sleeves” and do what needs to be done
7. Empathetic, confident, hands-on leader with a collaborative attitude
8. Motivated, action-oriented self-starter who is responsive and acts in a timely manner
9. Proficiency in Managing DEIB Strategic Planning and Budget

***Qualifications***

* Minimum of bachelor’s degree preferably in Human Resources, Sociology, Human Behavior, Industrial or General Psychology, Business Administration, School Administration
* DEI certification preferred
* At least 7 years of related, progressive leadership and management experience in equal opportunity employment, affirmative action, and diversity programs
* Experience working in educational environments is strongly preferred

*St. Benedict’s Episcopal School is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity, and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies.*