

Job Title: Director of Diversity, Equity and Inclusion
Department: Diversity, Equity and Inclusion
FLSA: Exempt
Reports To: JVC President
Location: Remote Position
Revision Date: February 2021



General Summary: The Jesuit Volunteer Corps is committed to the ongoing work of becoming an anti-racist organization and, through that, dismantling the systems, structures and policies that perpetuate racism and anti-Blackness. The Director of Diversity, Equity and Inclusion is responsible for guiding JVC to embed values, principles, policies and practices that promote diversity, equity and inclusion (DEI) across the organization with staff, Jesuit Volunteers (JVs), former Jesuit Volunteers (FJVs), agency partners and the broader JVC community. The Director leads the process by which the organization sets goals and outcomes and develops metrics to measure progress and systems for reporting and evaluation. The Director brings proven experience guiding DEI work in an organizational setting and has a demonstrated commitment to JVC's core values—spirituality, simple living, community and social justice.

Principal Duties and Responsibilities: Lead the organization in designing, implementing and evaluating work to embed diversity, equity and inclusion values, principles, policies and practices in all aspects of JVC. This includes but is not limited to:

Core Responsibilities:

Diversity, Equity and Inclusion

In coordination with the Management Team and staff, develop a multi-year plan to:

- Embed DEI principles, values, policies and practices across the organization and develop the mechanisms to measure progress and evaluate the organization's work;
 - Engage staff to establish DEI goals and metrics, establish baselines, and identify measurement tools that can be used with and by staff and JVs;
 - Partner with department heads to ensure the advancement of JVC DEI goals and outcomes within each department;
 - Develop system for reporting issues and incidents that are contrary to JVC's commitment to becoming an anti-racist organization and counseling/training for individuals, departments and/or all staff;
- With Finance and Administration, (a) develop a framework for the review of JVC policies and protocols with a DEI lens; (b) identify staff development priorities and the resources/resource persons for facilitating DEI training; and (c) promote transparency in budget development and reporting.
- With the Director of Programs, (a) continue to develop and evaluate a DEI focus in the JV formation program; (b) assist with the support of affinity spaces for BIPOC & LGBTQ+ volunteers; (c) assist with the support of affinity spaces for White volunteers to identify ways for themselves to be allies in the dismantling of racism, anti-Blackness, and exclusion of all forms; and (d) identifying ways to increase accessibility to the JV experience for persons with disabilities in their communities and placement sites.
- With the Director of FJV Engagement, Partnerships and Outreach, (a) support the development of resources and programming that engages FJVs, and (b) support the Recruitment team in the development of resources and programming that engages prospective volunteers and applicants; and (c) assist with the support of FJV BIPOC and LGBTQ+ Affinity Chapters and FJV BIPOC Mentor Program
- With Development/Communications, (a) assist in identifying donors and funding sources for JVC's DEI work; and (b) support communications regarding DEI to internal and external audiences;
- With the President, (a) collaborate to support Management Team's DEI work; (b) advise the President with regards to (i) DEI leadership best practices, and (ii) DEI progress, obstacles and opportunities, and (iii) JVC Board's DEI work.
- Act as the Management Team liaison with the JVC staff Racial Justice Task Force (RJTF.)

Other Responsibilities

- Actively participate with JVC staff to continue to promote and embed JVC's core values—spirituality, simple living, community and social justice—along with the principles and values of racial equity and inclusion in JVC staff culture and staff development, in JV programming and formation, and in communication with external partners and stakeholders;
- Participate as a member of the JVC Management Team
- Participate in staff meetings and supervisory meetings, contribute to regional and national team efforts, attend JVC retreats and in-service programs as needed;
- Support the work to achieve the overall goals of JVC;
- Other duties as assigned

Requirements

Education

- Bachelor's degree required.
- Graduate degree or equivalent experiences in theology, pastoral ministry, social work and/or disciplines or experiences that foster the understanding of the theories and practices that underpin diversity, equity and inclusion work and how to apply that knowledge in an organizational setting;
- A minimum of five years of experience leading or having significant responsibility for DEI work as a consultant or employee of an organization

Experience

- Former Jesuit Volunteers are highly preferred
- At least 5 years of full-time work experience developing, implementing and evaluating DEI programming in an organizational setting. This includes making presentations to groups, assisting in developing goals and outcomes for program and working one on one with staff to advance DEI goals. The candidate must also demonstrate experience in engaging in courageous conversations with co-workers, supervisors and partners regarding DEI.
- Experience working independently from a remote location;
- Experience with personnel and project management, public speaking, group facilitation and conflict management.

Knowledge, Skills, Abilities

- Lived understanding of JVC's core values: spirituality, simple living, community and social justice
- Passion for JVC and commitment to JVC's mission
- Proven commitment to advancing racial equity principles and practices in an organizational setting
- Experience working in a faith-based, nonprofit setting and familiarity with and willingness to promote Catholic faith, Ignatian Spirituality, and Social Justice tradition
- Strong intercultural communication skills
- Demonstrated leadership skills, ability to work in a team and independently and to be accountable for achieving goals and outcomes including regular collection and analysis of data and reporting
- Ability to initiate and maintain relationships from a distance
- Demonstrated skill in prompt and professional verbal and written communication
- Familiarity with utilizing technology for virtual teamwork
- Proficiency with Microsoft Office Suite applications
- Flexible, ability to adjust to changing circumstances

Working Conditions

- Availability to work evenings and weekends when required
- Currently, all of the work with colleagues is by phone, video conferencing or other electronic means.

- Availability for extensive travel, a minimum of 12 weeks per year
- Significant amount of office work; must have the physical ability to sit and/or stand for long periods of time and perform daily activities from a desk and must be able to operate a computer and other office equipment

Salary: \$85,000 - \$95,000

To Apply:

Send resume and cover letter with salary requirements to careers@jesuitvolunteers.org.

Application Deadline: March 15, 2021

As an organization committed to advancing racial equity and inclusion, the Jesuit Volunteer Corps encourages applications from candidates of all ages, races, classes, gender identities, sexual orientations, religions, languages, and physical abilities.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.