



THE 360 GROUP
— EXPECT THE UNEXPECTED —

The Jackson Laboratory

Director, Diversity, Equity & Inclusion

Position Description & Candidate Profile

Director, Diversity, Equity & Inclusion

Location

Flexible, with a strong preference for Bar Harbor, ME or Farmington, CT

Reports to

Chief Human Resources Officer

Our Client

Founded in 1929, The Jackson Laboratory (JAX) is a leading science institute dedicated to discovering precise genomic solutions for disease and to empower the global biomedical community in the shared quest to improve human health. For example, organ and bone marrow transplants, stem cell therapies, and in vitro fertilization all have a foundation in JAX research. JAX is an independent, 501(c)(3) nonprofit research institution that seeks to decipher the biological and genomic causes of human disease by using the mouse as a model.

JAX develops and shares research, providing innovative tools and solutions, ever-expanding data resources, more than 11,000 specialized mouse models and services, and a suite of comprehensive educational programs to accelerate basic scientific research and drug discovery across the globe. Currently, JAX has 2,500 employees, distributed among four U.S. campuses (Bar Harbor, Maine; Ellsworth, Maine; Farmington, Connecticut; and Sacramento, California), and one in Shanghai, China. JAX is distributed and diverse, yet simultaneously has a unified organizational and management structure, driving a cohesive mission.

Learn more about The Jackson Laboratory at <https://www.jax.org>.

Position Responsibilities

Reporting to the Chief Human Resources Officer, the Director, Diversity, Equity & Inclusion will lead the development and implementation of bold and proactive diversity, equity, and inclusion initiatives in support of JAX values, culture and strategic priorities. This role will be responsible for bringing and leading world-class diversity practices to JAX and will champion the importance and value of a diverse and inclusive environment covering every part of the JAX organization. The role will actively engage with senior leadership, faculty, managers, employees, and students to further education, behaviors, practices, and policies that promote diversity, equity and inclusion.

The Director, Diversity, Equity & Inclusion will be a thoughtful and influential communicator who can contribute creative, dynamic, and forward-thinking strategy and execution to lead JAX's efforts in fostering a diverse and inclusive workplace, as well as supporting JAX's educational and professional development work with diverse communities. The Director, Diversity, Equity & Inclusion will work closely with JAX's leadership on diversity, equity, and inclusion initiatives inside and outside the organization, and will serve as a key advisor and actor on recruiting faculty, outreach for education programs, and cultural evolution inside the organization.

Specifically, the Director, Diversity, Equity & Inclusion will be responsible for:

Development and Implementation of Diversity and Inclusion Strategies

- Ongoing development, implementation, and support of a comprehensive, integrated strategy that reinforces diversity and inclusion as key organizational priorities, building upon and amplifying previous strides in this area
- In collaboration with Senior Leadership, Human Resources, and Education, leading JAX in the development and execution of a bold strategy that supports the organization's strategic, operational, and talent initiatives
- Providing thought leadership, subject matter expertise, and partnership to faculty and senior managers to drive equity, diversity, and inclusivity awareness and education
- Encouraging and moderating open and practical conversations to encourage individuals and teams to develop a greater understanding of diversity and inclusion
- In collaboration with Talent Acquisition, developing strategies to support the identification of relevant national and local diversity organizations and resources that enable greater access to diverse talent
- Providing strategic direction for training and education initiatives on cultural competency, implicit bias, generational differences, gender differences, inclusive leadership, building a climate of equity and inclusion, and promoting civil discourse to increase awareness and support of diversity and inclusion values
- Serving as an organizational leader to promote and ensure the goals of diversity and inclusion are prioritized and successfully implemented
- Supporting Education and Research initiatives on diversity by providing thought leadership, strategies, and counsel to expand recruitment of diverse faculty, education program participants, graduate students, and postdoctoral fellows, and to support enhanced retention of diverse students and fellows

Program Creation and Management

- Creating programs and training opportunities for faculty, staff scientists and managers, and employees to promote diversity and inclusion; leading workshops and education sessions across JAX
- Creating programs that enhance open dialogue on sensitive issues about race, ethnicity, gender, sexual orientation and other forms of diversity
- Ensuring that staff recruited to JAX have the support and tools to thrive and succeed; creating and enhancing a supportive campus climate for underrepresented trainees; partnering with leadership and Human Resources to support community-building and social network programs
- Supporting multicultural programs at different campuses and proactively working with employee resource groups to identify and support current and future opportunities for the development, creation and chartering of additional employee resource groups
- Obtaining, reviewing and analyzing workforce data and reports to develop strategies, approaches and prioritization of diversity program development and implementation
- Leading ongoing internal assessments to identify and overcome barriers to the goals of achieving standards of excellence for DEI; designing and implementing metrics, monitoring, and reporting systems to effectively benchmark organizational progress in diversity management
- Developing policies, training programs, mentoring workshops, and other resources to educate employees about diversity, equity, and inclusion best practices

Leadership and Management Development

- Providing strategic and operational leadership around the body of work in diversity and inclusion, leveraging current diversity and inclusion initiatives
- Supporting the Diversity, Equity and Inclusion Council to enhance strategic and tactical diversity and inclusion efforts and initiatives
- Engaging leaders in external professional diversity advocacy associations
- Facilitating the embedding of diversity and inclusion perspectives and practices, including applying an equity lens, into individual departments, so that they have ownership and investment in the work, and that diversity and inclusion efforts are not the exclusive province of the Diversity, Equity & Inclusion Council
- Advising JAX leadership on issues pertaining to diversity and inclusion
- Working closely with Learning and Development team on internal training, education, and various programs to support diversity and inclusion initiatives
- Working closely with the Genomic Education team providing guidance on strategies to expand recruitment of diverse learners, including graduate

students and postdoctoral fellows, and to support enhanced retention of diverse students and fellows

- Partnering with Senior Leadership and Strategic Communications to create and execute an internal/external communication strategy, building awareness and understanding for key diversity and inclusion programs and messages

Recruiting, Professional Development and Career Tracking

- Partnering with Human Resources, serving in advisory capacity on tools used for recruitment, retention and performance management
- Support the efforts on the part of program leadership and teams to build collaborative partnerships that diversify networks for programmatic opportunities and recruitment pipelines
- Developing and managing a comprehensive portfolio of relationships among external diversity-related organizations
- Working with relevant stakeholders to continue harmonizing training and development with recruitment, retention, and advancement goals for broader success in diversity and inclusion outcomes

Internal and External Communications

- Working closely with the Strategic Communications Team on internal communications and professional development initiatives with respect to diversity, equity, and inclusion matters
- Developing opportunities for the entire organization to engage in advancement of the diversity, equity and inclusion work; for example, continuing to develop workgroups that convene participants from across the organization
- Promoting JAX's commitment to diversity and DEI learning to funders and the broader social sector

Profile of the Successful Candidate

JAX seeks a leader who has high emotional intelligence, is innately open-minded and curious, results-oriented in approach, committed to the principles of diversity, equity and inclusion, and knowledgeable about how those principles can be effectively applied in practice. The Director, Diversity, Equity & Inclusion will have a proven track record in the development and implementation of organizational cultural change. The successful candidate will combine a facilitative leadership style with the ability to deliver and execute on innovative ideas and solutions that serve the goals of the entire organization. JAX seeks a professional with superb leadership, communication, strategy, and execution skills, demonstrating an appreciation for complexity combined with a problem-solving instinct and a

willingness to explore new ideas. The Director, Diversity, Equity & Inclusion will need to know how to think across a matrixed organization, and know how to influence a sizable organization through collaboration and engagement. The Director, Diversity, Equity & Inclusion will lead by example, cultivating and maintaining best practices with regard to openness and inclusion in JAX's workplace. Finally, the successful candidate will have a strong work ethic with high personal and professional standards of transparency and accountability, and will be able to help support a talented, committed staff as JAX evolves into a leading organization on these issues. The success of the Director will be reflected in the institution's embrace of principles of diversity and inclusion.

More specifically, JAX seeks a professional who reflects (or has) the following:

- Highly developed understanding of – and commitment to – advancing diversity, equity and inclusion in a complex, multicultural environment
- Direct and relevant experience in the creation of a diversity and inclusion program from the concept phase to full execution
- Current knowledge of best practices in promoting an inclusive workplace, including effective approaches to recruitment and retention
- Demonstrated ability to gain the confidence and respect of JAX's diverse staff; capacity to listen deeply and actively, to build relationships of trust, and to work effectively and diplomatically with diverse stakeholders
- Demonstrated ability to assess and understand the institutional environment, and to build relationships within a multifaceted community; ability to interpret group dynamics and build consensus
- Outstanding communicator who is adept at using multiple methods of communication with a broad range of stakeholders; exceptional ability to convey complex issues and objectives through quantitative, qualitative, and visual means; proven ability to be persuasive and engaging
- Ability to function in highly dynamic and potentially ambiguous situations to ensure milestones and deliverables are achieved
- A high level of individual initiative and drive; ability to manage time efficiently; strong problem-solving skills, and a demonstrated ability to handle confidential and sensitive information with discretion
- Sensitivity to Human Resources principles, policies and practices
- Passion for supporting a diverse staff and a commitment to creating an equitable and inclusive work culture
- Exceptional communication skills and demonstrated ability to find common ground among diverse perspectives; in other words, “meeting people where they are”

- A sophisticated understanding of how discriminatory dynamics affect organizational relationships – supervision and management, culture, partnerships, campaign and coalition work; an understanding of how systematized discrimination affects present-day work and office cultures, and the ability to advance equity goals through a variety of strategies
- The ability to make decisions in a dynamic environment, with an appreciation for how future needs may affect those decisions
- Demonstrated ability in the areas of conflict resolution and mediation efforts
- Experience in research institution and/or higher education environment preferred
- A high degree of personal integrity and ethics
- Significant travel to all sites and other venues related to this position (when possible)
- Bachelor's degree required; advanced degree preferred
- Eight years or more of progressively responsible diversity and inclusion related management and leadership experience, including the areas of cultural communications, diversity training, organizational culture and development

Start Timeframe

We seek to have someone in place by Winter 2020.

Compensation

This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

<https://the360group.us/portal>

Applications should be directed to the attention of Vincent Robinson, Managing Partner, or Maureen Capitolo, Principal. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.