WestEd

Director, Diversity, Equity and Inclusion

Position Description & Candidate Profile
Director, Diversity, Equity and Inclusion

Location
San Francisco, CA strongly preferred

Reports to
Chief Executive Officer

Our Client
WestEd – a nonpartisan, nonprofit research, development, and service agency – works with education and other communities throughout the United States and abroad to promote excellence, achieve equity, and improve learning for children, youth, and adults. Success for every learner is WestEd’s main goal and has been for more than 50 years.

WestEd's roots go back to 1966, when Congress funded regional educational laboratories (RELs) across the country to find practical ways to improve the education of our nation's children. Today as a national leader in research, development, and service, WestEd takes on the toughest and most enduring challenges in education and human development. The organization's diverse staff collaborate with everyone from preschool teachers to federal policymakers to reduce opportunity gaps and promote positive outcomes for all children and adults. A steadfast commitment to equity, diversity, and inclusion is central to that work. WestEd operates with a particular commitment to populations that traditionally have been inadequately served or unfairly treated, aiming to eliminate opportunity gaps and foster equitable opportunities and outcomes through its work.

As a community of over 800 researchers, practitioners, consultants, and administrative professionals from all backgrounds and life experiences, WestEd is committed to making a qualitative difference in the lives of youth, children, and adults. Furthering diversity, equity, and inclusion is core to WestEd's identity and work. The organization is committed to working with its clients to illuminate and address disparities, value and elevate diverse voices, and ensure equitable access to its resources and services.

Learn more about WestEd at https://www.wested.org!

Position Responsibilities
Reporting to the Chief Executive Officer, the Director, Diversity, Equity and Inclusion will lead the development and implementation of bold and proactive diversity, equity, and inclusion (DEI) initiatives in support of WestEd’s values, culture and strategic priorities. This role will be responsible for leading world-class practices at WestEd that champion the importance and value of a diverse and inclusive environment covering every part of the organization. The role will actively engage with senior leadership, managers, employees, and external partners to further education, behaviors, practices, and policies that promote diversity, equity and inclusion.

The Director, Diversity, Equity and Inclusion will lead WestEd’s newly created Office of Diversity, Equity and Inclusion, building on earlier efforts to address DEI issues at WestEd. This position will work in close partnership with the Chief Program Officer and Chief Administrative Officer to lead and inform WestEd’s agency-wide DEI strategy and practices. The incoming Director, Diversity, Equity and Inclusion will have access to staff resources through a combination of matrix management approach and the hiring of direct staff.

The Director, Diversity, Equity and Inclusion will bring innovation, boldness, and courage to guide strategic internal organizational change that influences and affects external work. Through strategic and facilitative leadership, the Director will help to design, implement, and improve policies and practices with active engagement and partnership of senior leadership, managers, employees, and external partners to help WestEd live its deep commitment to diversity, equity, and inclusion. The Director, Diversity, Equity and Inclusion will be a thoughtful and influential communicator who can contribute creative, dynamic, and forward-thinking strategy and execution to lead the organization’s efforts in fostering a diverse and inclusive workplace. The Director will collaborate with WestEd’s senior leadership on diversity, equity, and inclusion initiatives inside and outside the organization, and will serve as a key advisor on recruiting and developing employees, and evolving WestEd’s culture.

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

**Strategy Development and Implementation**

- Ongoing development, implementation, and support of a comprehensive, integrated strategy that reinforces diversity, equity, and inclusion as key organizational priorities, building upon and amplifying previous strides in this area
- Building coherence among WestEd’s DEI-related initiatives to support a comprehensive and systematic agencywide DEI strategy that addresses staff
needs, aligns to agency goals and priorities, and builds and amplifies areas of progress and investment

- Advising and collaborating with executive and senior leadership to develop, execute, and manage a responsive and forward-thinking strategy that supports changes to WestEd’s culture, including policies, practices, engagement, and communication that support an inclusive and equitable workplace
- Engaging staff throughout WestEd to assess needs, build buy-in, and facilitate understanding of organization-wide DEI strategy

Leadership and Management

- Serving as an organizational leader, including membership on the CEO Cabinet and Leadership Council, to promote and ensure the goals of diversity, equity, and inclusion are prioritized and successfully implemented throughout WestEd
- Providing thought leadership, subject matter expertise, and partnership to senior WestEd staff to drive equity awareness and education
- Encouraging and moderating open conversations to encourage individuals and teams to develop a greater understanding of diversity and inclusion
- 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
- 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

Organizational Change and Culture Development

- 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 DEI management
- Collaborating with operational leaders and applying DEI subject matter expertise to inform the further development of WestEd systems that address DEI
- Organizing and facilitating the DEI Council to provide guidance and support to agencywide DEI strategy and implementation
- Providing operational leadership and oversight for WestEd’s Employee Resource Groups (ERGs)
- Influencing and guiding development of policies, trainings, mentoring, and other resources within WestEd that manifest DEI best practices
• Collaborating with leaders to influence and build capacity that actively and effectively address DEI in management and leadership practices
• Building and modeling approaches to develop trust with individuals and teams within WestEd to further DEI work

Recruiting and Professional Development
• In collaboration with Human Resources, developing strategies to support the identification of relevant resources that enable greater access to diverse talent
• Partnering with Human Resources, serving in advisory capacity on tools used for recruitment, retention and performance management
• Working with relevant stakeholders to continue harmonizing training and development with recruitment, retention, and advancement goals for broader success in DEI outcomes

Profile of the Successful Candidate
WestEd seeks a leader who has high emotional intelligence, is 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 and Inclusion will have a proven track record in the development and implementation of centering equity in organizational cultures. 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. WestEd 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 will lead by example, cultivating and maintaining best practices with regard to openness and inclusion in WestEd's workplace. Finally, the successful candidate will have a strong work ethic with high personal and professional standards of transparency and accountability. The success of the Director will be reflected in the institution’s embrace of principles of diversity, equity, and inclusion.

The ideal candidate will be committed to furthering WestEd’s mission by applying their passion, creativity, curiosity, and expertise to influencing and facilitating WestEd’s development of a multi-level DEI strategy. They will bring experience and a successful track record as a senior leader of DEI at an organization(s) similar in complexity and scope to WestEd. They will thrive in an organization where collaboration and partnership are the norm and welcome the opportunities and challenges that come with guiding organizational change.
More specifically, WestEd seeks a professional who reflects (or has) the following:

- Bachelor’s degree or equivalent experience, with an advanced degree preferred
- 10+ years of progressive leadership roles, including at least three years with responsibility for overall leadership and management of DEI strategy and operations
- Experience working at a national non-profit organization, institution of higher education, and/or an organization similar in complexity to WestEd
- Highly developed understanding of best practices, research, and innovations – and commitment to – advancing diversity, equity, and inclusion in a complex, multicultural environment
- Demonstrated experience as a systems thinker who can translate vision into executable strategy and work with cross-functional teams to deliver against the plan
- A data-driven, critical, and analytical thinker who leverages data and analytics to develop insights, drive decisions, measure impact, and drive to results
- Strong relationship builder, demonstrating strong emotional intelligence and a natural orientation towards collaboration and partnership
- Ability to work effectively within a matrixed organization where strong management and facilitation skills are needed to achieve results and leading by influence may be required
- 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 the diverse staff; capacity to listen deeply and actively, to build relationships of trust, and to work effectively and diplomatically with diverse stakeholders
- Experience guiding and partnering with senior leaders of complex organizations
- 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
- Comfort with ambiguity and a role that is evolving
- A high degree of personal integrity and ethics

**Start Timeframe**
We seek to have someone in place by Spring 2022.

**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](https://the360group.us/portal)

Applications should be directed to the attention of Monica Rodgers, Senior Consultant. 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](http://the360group.us).