

Position: Director, Diversity, Equity, and Inclusion (DEI) & Talent Management

FLSA Status: Exempt

Responsible To: Chief People and Culture Officer

Background: Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. We work with schools and in communities to provide the mentoring relationships, safe spaces, and evidence-based programming that are proven to help girls succeed. Girls build the knowledge, skills, and confidence to lead change in their lives and effect change in the world. Girls Inc. also works with and for girls to advance legislation and policies that increase opportunities for all girls. Together with partners and supporters, we are building a new generation of leaders. Join us at www.girlsinc.org.

Summary: The Director, DEI and Talent Management leads the Talent and DEI functions of a growing non-profit with approximately 50 employees. Reporting to the Chief People and Culture Officer, the Director will provide critical, high level support to the Leadership Team, especially as it relates to the organization's talent strategy and all things related to org-wide culture, as we continue our work towards becoming a more diverse, inclusive, and equitable organization. This will include but not be limited to developing and evolving org-wide routines, systems, and infrastructure to support team culture, professional development, performance management, and talent planning. The Director, DEI and Talent Management will be responsible for ensuring *Girls Inc.* attracts, develops, and retains the talent we need to continue to grow and thrive.

Responsibilities:

Diversity, Equity, and Inclusion

- Advance the organization's work to develop a comprehensive diversity, equity, and inclusion strategy by integrating the work stemming from that strategy into all human resources systems, structures, professional development, and processes.
- Provide collaborative leadership, facilitation, and implementation of key initiatives to advance the Diversity, Equity, and Inclusion (DEI) strategy through development and implementation of DEI strategies including talent acquisition and onboarding, employee engagement and experience, performance management, and learning and development
- Manage the span of implementation-related actions, both strategic and day-to-day tactical, to embed DEI into the overall functional people strategy.
- Oversee our internal DEI Working Groups, which is responsible for supporting org-wide DEI goals and accompanying short- and long-term strategies and initiatives to meet those goals.
- Tracking and reporting on DEI metrics across the organization, identifying strengths, weaknesses, and opportunities for improvement.
- Manage formal and informal programs so that staff members across all levels can engage in building their DEI competency.

Talent Management

- Support and implement strategic and creative equity-minded human resources and talent management initiatives designed to improve the employment experience by positively impacting and supporting a diverse employee population
- Implement the Talent Management (TM) vision and infrastructure to accelerate impact.
- Recommending improvements to the overall talent cycle to improve the employee experience



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- Collaborate with key stakeholders across the organization to develop and integrate talent acquisition, learning and leadership development, performance management, professional development.
- Design an onboarding process and engagement plans.
- Closely monitor the ongoing progress of talent-related initiatives across the organization and proactively adjust based on needs.
- Develop new strategies to build a high quality and diverse talent pipeline and ensure that all roles are filled in a timely manner.

Other Responsibilities:

Primary responsibility to Chief People and Culture Officer to assist in the work of other departments as an integral part of the Affiliate Relations team; to participate in staff meetings and Girls Inc. functions as requested and appropriate. To work collaboratively with other individuals and organizations on appropriate organizational matters.

Key Qualifications:

- Bachelor's degree and a minimum of 5-7 years of relevant experience. Master's Degree Preferred
- Knowledge of essential DEI-based approaches and methodologies, and strong understanding of critical trends in DEI 7+ years relevant HR experience including talent acquisition, employee relations, and organizational development
- Experience developing and/or managing inclusive talent management processes.
- Strong communication skills and high emotional intelligence.
- Familiarity with HR information systems and track record of setting and meeting ambitious HR performance metrics.
- Exceptional experience in leading Talent Management efforts with a demonstrated record of success
- Prior success in leading organizational change management efforts
- Detail-oriented, independently motivated, organized, and efficient
- Demonstrated commitment to Girls Inc. mission, vision, and core values

Applicants also must be able to make a commitment to honor and support **Girls Inc. Values**, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and collaborate for impact

Minimum Annual Salary : \$90,000

Competitive Benefits

How to Apply: Interested applicants should send a cover letter and resume to humanresources@girlsinc.org. Please enter DEI & Talent Director in the subject line. No phone calls, please. **The position is open until filled.**



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GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.