Position Title: Senior Manager - Diversity, Equity, Inclusion, and Justice
Department: Diversity, Equity, Inclusion, and Justice – Office of the President
Reports To: Senior Director, Diversity, Equity, Inclusion, and Justice
Job Classification: Exempt/Full-Time
Grade: 14
Location: United States, remote opportunity

The Organization

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org
Job Scope

As an integral member of DEIJ, you will focus on DEIJ programs, projects, and initiatives designed, delivered, measured, and improved across LISC and its partners. You will partner across teams to drive office, departmental, organizational, and community DEIJ transformation.

Responsibilities

- Implement DEIJ programs, projects, and initiatives in partnership with employees, departments/offices, funders, CBOs, partners, local advisory committees, and consultants
- Serve as partner on behalf of DEIJ to create DEIJ plans, serve as DEIJ subject matter advisor and point of contact on DEIJ practices. Conduct market and program research to identify best practices and set goals.
- Assist in the refinement and implementation of DEIJ Metrics and manage DEIJ Analytics portfolio. Drive development of timelines, reports, and live DEIJ Dashboards in partnership with cross-functional teams. Leverage data to surface insights, craft narratives, develop recommendations and implement programs to drive DEIJ transformation within and across departments, regions, and offices.
- Assist in the design and driving of process improvements in collaboration with partners across LISC. Support requirements gathering, testing, communications, project management, and change management for DEIJ programs, projects, and initiatives.
- Co-design, facilitate, and measure DEIJ learning/training, leadership development, coaching, and career advancement for OneLISC to promote inclusive and equitable leadership and foster an equity and justice lens across all levels of leadership and throughout the employee lifecycle.
- Support Affinity Groups in program development, administration, budgeting, trainings, communications, leadership, elections, learnings, team cohesion, professional development, researching DEIJ field comparables.
- Serve as LISC DEIJ ambassador in leading outreach strategies, conferences, pipeline and access programs, build external diversity partnerships, and pursue employer recognition awards in order to foster collaboration and partnership with organizations focused on ensuring diverse, equitable, inclusive and just practices.
- Assist DEIJ, Internal Communications, and Operations in elevating employee and community voice and needs through DEIJ inclusion assessments through surveys, focus groups, and feedback mechanisms.
- Perform administrative duties such as in-take, coordination, scheduling, procurement, expenses, etc.
- All other duties as assigned.

Minimum Qualifications

- Associate’s Degree from an accredited college or university.
- Minimum 7 years job related work experience in planning, analytics, creativity, accountability, training, research, collaboration, and innovation. Education can substitute for work experience.
- Experience in project management, quantitative and qualitative assessments, and strategy work
- Experience working in organizations where projects have centered Black, Indigenous, Asian American, Pacific Islander, Latinx, multiracial people, disabled people, neurodivergent people, queer and trans people, caregivers and parents, immigrants, women, religious groups, veterans, among others
- Experience leading or active participation in affinity groups/employee resource groups a plus
- Strong attention to detail, results oriented, ability to meet objectives and handle multiple deadlines
- Ability to collaborate across time zones and virtual teams for a national organization
- Ability to handle complex and confidential information with discretion, advising action in sensitive situations
- Ability to navigate and lead through ambiguity, especially in light of societal change
- High level of proficiency in Microsoft Office Suite. PolicyMap, Microsoft Power BI/Domo, PollEverywhere/Kahoot, Microsoft Forms/Survey Monkey, Microsoft Project a plus.
- Estimate 15% annual domestic travel required for national, local, rural meetings, organizational partner meetings, trainings, and professional development opportunities.

LISC provides a competitive salary and benefits. The start date of the position is available beginning July 1, 2021.

To apply, send a resume to JFernando@lisc.org