Local Initiatives Support Corporation  
Position Description

POSITION TITLE: Senior Director, Diversity, Equity & Inclusion  
REPORTS TO: President & Chief Executive Officer  
LOCATION: New York City  
JOB CLASSIFICATION: Full time/Exempt

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 $20 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

Summary
LISC is excited to announce a new role for a Senior Director of Diversity, Equity & Inclusion. This position will report to and collaborate with the President and CEO during a period of change for the organization. The Senior Director will work with staff across the
organization to integrate an evolving agenda of diversity, equity and inclusion into all areas of the organization’s work.

The Senior Director will serve as the primary internal resource for diversity, equity and inclusion processes, bringing expertise and fluency in these areas. This position collaborates with key members of executive leadership as a thought partner that supports staff, the Board and partners as LISC continues to enhance competencies, best practices, communications, and policies across the organization.

This unique role requires a combination of skills grounded in organizational development, strategic communications, and knowledge management, in addition to fluency and expertise in diversity, equity and inclusion concepts and practices.

Ideal candidates will be natural problem-solvers in the workplace, and will be able to engage comfortably with all staff to lead by influence rather than authority.

**Responsibilities**

- Partners with the Diversity, Equity and Inclusion Committee to co-create a diversity, equity and inclusion mission, vision, and strategy through a process of evaluation and implementation to ensure alignment with LISC’s strategic framework.

- Infuses diversity, equity and inclusion knowledge and best practices across the organization in all programming, communications, internal culture building, staff development and business operations.

- Ensures that strategic planning and support processes are implemented in a way that protects people and supports stakeholder voice, agency, inclusion, and belonging throughout the organization.

- Serves as an active member of the Senior Leadership Team and advises Executive Leadership on best practices; acts as point relationship manager for internal network leads, national programs, external diversity/equity/inclusion/justice partners and consultants.

- Collaborates with LISC’s Talent Development function in growing the diversity, equity and inclusion foundations of our pipeline to align with long-term capacity building and retention.

- Manages cross-organizational teams working on time-limited projects (e.g. developing the integration of diversity, equity and inclusion training at staff retreats; assisting with the coordination of local office/community-driven convening’s) and other special projects as needed.
• Disseminates information regarding LISC successes and lessons through appearances and publications. Examples include participating in conference panel discussions and presentations, contributing to manuscripts or serving as a guest on a webinar, among other opportunities.

• Coordinates with a growing team dedicated to developing, implementing, and evaluating strategies that advances LISC’s diversity, equity and inclusion processes.

• Performs additional - duties, as assigned.

Qualifications

• Bachelor’s degree from an accredited college or university. Master’s degree preferred.
• Minimum 8-10 years progressive workplace experience in Diversity, Equity and Inclusion.
• Experience building relationships, networking and collaborating effectively with ethnically/ culturally/ socio-economically diverse populations and community organizations.
• Experience developing employees through effective coaching, facilitation, and team building initiatives.
• Record of accomplishment building coalitions and consensus among diverse groups to achieve goals.
• Demonstrated management experience.
• Documented accomplishments regarding effective development and implementation of strategic plans that support a bold mission.
• Experience using quantitative and qualitative data/information to both tell a story and evaluate success with varied audiences.
• Experience attracting and sustaining philanthropic funding for national and local initiatives.
• Deep passion for and commitment to diversity, equity and inclusion, including but not limited to: race, gender and social class.
• Strong project management skills; ability to drive simultaneous, complex projects to measurable success while aligning with organizational strategy.
• Strong oral and written communication skills. Experience managing and carrying out a strategic communications plan.
• The ideal candidate will be proactive, organized and possess exceptional interpersonal skills.
• Ability and willingness to travel (15% annual estimate) domestically.

LISC offers a competitive salary and benefits package.
To apply, please send a cover letter and resume via email to: directordiversity@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY, EQUITY AND INCLUSION