



Title: Director of Diversity and Recruitment

Date: April 2019

Reports to: Sr. Director of Human Resources & Staff Development

Starting Salary: \$45-\$60k, DOE

Location: Durango, CO

Status: Full, Exempt, Regular

Benefit Eligible: Full *per Personnel Policies*

Summary:

The Director of Diversity & Recruitment serves in Conservation Legacy's Human Resources department which is responsible for providing HR support for our internal staff of 100 located at 11 offices nationwide, currently, and 2,000+ participants in our youth development and conservation programs annually. This is a new position to establish and carry-out diversity, equity, and inclusion initiatives for both groups.

Conservation Legacy is committed to redressing underrepresentation of identified U.S. populations within our programs and staff. The Director of Diversity & Recruitment will develop and lead organizational strategies toward desired outcomes of inclusion, as established by the Board of Directors and our current strategic plan. The Director of Diversity & Recruitment will stay knowledgeable of best practices and strategies that support a continuous diversified staff and participants and provide leadership for cultural change within the organization characterized by a welcoming and inclusive environment for all.

Essential Responsibilities and Functions:

Cultural Leadership

- Serve as the point person for the organization's national and regional goals and strategies to achieve diversity, equity and inclusion goals.
- Develop a culture of understanding, compassion and exploration among staff, participants, alumni, board members, and other constituents.
- Independently and in conjunction with senior leadership and consultants, facilitate open and honest discussions and deliver trainings to advance diversity objectives.
- Collaborate with the Senior Director of HR and Staff Development to monitor and continuously improve an inclusive work environment.
- Serve as a role model and leader in the creation of a comprehensive approach to behavior and thinking change for all leaders.
- Represent the organization at local and national diversity events, network with leaders of diversity focused organizations, placement directors and other relevant persons and organizations.

Recruitment

- Develop sustainable practices to recruit staff and participants with collaboration from other central and program staff.
- Develop internal standards and procedures that support diversity and inclusion throughout the recruitment, interviewing, offers and onboarding processes. Train and support hiring staff to effectively use these procedures to achieve recruitment goals.
- Provide support to Central and Program staff in their efforts to recruit staff and participants who represent the diversity of the U.S. and the localities in which we operate.
- Foster internal advancement and career pipelines for members and staff that support an inclusive culture.

Participant Recruitment:

- Develop sustainable practices to recruit participants from youth and young adult populations.
- Identify national and local recruitment pools and develop strategies and schedules for direct recruitment efforts.
- Lead efforts to identify barriers to recruitment and develop solutions to remove them.
- Work with Communications Team to develop general and targeted recruitment materials.
- Provide training to programs so that recruitment can be effectively carried out at the local level.
- Supervise a VISTA cohort of 10 members engaged in community asset mapping, partnership inventorying and evaluation, and relationship building with target populations at the local level.

Staff Recruitment:

- Develop sustainable practices to recruit staff from diverse locations, fields, and backgrounds.
- Identify national and local recruitment pools and develop strategies and relationships for direct and indirect recruitment.
- Lead efforts to identify barriers to recruitment and develop solutions to remove them.
- Identify opportunities for staff to engage in further education and development around diversity and inclusion that supports their role and future professional goals.

Data, Compliance and Legal

- Ensure Conservation Legacy is compliant with federal and state laws including but not limited to: Equal Employment Opportunity and Title VII (EEO), Americans with Disabilities Act (ADA) and Title VI and provide support in data collection and/or reporting.
- Establish and maintain accurate and up-to-date records of diversity statistics in collaboration with the Research Director, including statistics related to recruitment, retention, advancement, attrition and complaints. Establish dashboard and generate regular and periodic reports as requested.

- In conjunction with other Human Resource staff, support the investigation and mediation of discrimination, affirmative action or harassment complaints to maintain a respectful work environment and prevent violations of related laws.
- Assist departments and individuals to effectively handle situations through coaching, mediation, training and/or provision of other resources.
- Gather staff feedback around diversity, equity and inclusion; make recommendations to leadership and supervisors of trending needs.
- Participate in the review and evaluation of proposals and agreement/grant reports for compliance, as needed.

Other Duties as Assigned.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Director of Diversity & Recruitment is required to sit, stand, walk, speak and hear. The Director of Diversity & Recruitment may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Director of Diversity & Recruitment may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Minimum of 5 years of experience in field or specific duty.
- Experience in leading high functioning groups toward increased diversity & inclusion.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Experience in effectively developing and executing DEI strategies to a range of audiences.
- Minimum of 2 years of influencing others in the work environment to deliver results.
- Valid driver's license and an insurable driving record per organizational policies.
- Proficient in computer programs, databases, other technology.
- Must be able to pass the organization's criminal history background check requirements.

Preferred Qualifications:

- Previous experience with a Corps or youth serving organization.
- Completed an educational experience that could support this position's desired outcomes.
- Five or more years of experience in non-profit leadership position(s).
- Five or more years of experience supervising staff of a diverse demographic.
- Experience implementing organization Strategic Plans for non-profit organization(s).

To Apply: Send cover letter and resume to jbuckner@conservationlegacy.org. Preference given to candidates that apply prior to May 20.