

# Job Description: VP of Diversity, Equity, and Inclusion (DEI)

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## **Position Summary:**

The role of the vice president (VP) of diversity, equity, and inclusion (DEI) is to champion DEI efforts that promote the chapter's vision. The VP of DEI will develop, reinforce, and assess DEI incorporation for chapter leaders and members. This individual serves as a resource on DEI practices within chapter board work and operations.

## **Responsibilities:**

### **General:**

- Help the board identify immediate and long-term strategic goals in the DEI space.
- Assist chapter leaders in recognizing visible and invisible examples of diversity (race, culture, gender, generation, extraversion, neurodiversity, background, location, leadership style, work style, sexual orientation, job role, etc.).
- Recommend ways to appreciate diversity among chapter leaders and members.
- Research, develop, recommend, and execute strategies to foster the chapter's diversity goals.
- Work with chapter board leaders to ensure accessibility with chapter programs and processes.
- Work with board leaders to review practices and ensure they are equitable.
- Lead the chapter board's education on potential cultural and social differences that may present barriers to inclusion.
- Collect and analyze chapter DEI metrics and data to identify gaps and improve processes in chapter operations.
- Engage diverse community partners to understand emerging priorities and unmet member needs.
- Research potential DEI resources for the chapter.
- Maintain knowledge of diversity-related issues and best practices for the chapter.

### **Training:**

- Develop and acquire training to aid DEI initiatives.
- Recruit and train the incoming VP of DEI.
- Recruit and train volunteers to support DEI efforts and functions.

### **Board Participation:**

- Attend board meetings, chapter programs, and regular committee meetings.
- Represent the chapter professionally and ethically.
- Participate in board meetings and chapter meetings, ATD chapter services events, and ATD national events.

## **Qualifications:**

1. Member of ATD and chapter
2. Working knowledge of DEI inclusion terms
3. Skilled in written and verbal communication, personal interaction, and problem-solving
4. Ability to plan, organize, and execute activities as required by the position
5. Ability to complete projects within established time frames
6. Ability to delegate tasks and monitor follow-through
7. Ability to attract and lead committee members
8. Time available to fully participate in chapter events
9. (Optional) Experience working on DEI initiatives (or related work) in corporate, government, nonprofit or community organizations