

# DIRECTOR OF EQUITY, DIVERSITY & INCLUSION

This role requires proficiency, understanding and awareness of equity, diversity and inclusion policies and best practices, with particular focus in K-12 settings to provide distinctive value to NSBA state association members, program participants, and other key audiences. The incumbent manages the creation and facilitation of content, and training/professional development involving broad areas of educational equity, including disability, race, ethnicity, and socio-economic status. Manages staff that support programs for the Council of Urban Boards of Education (CUBE) and NSBA Councils: National American Indian Alaska Native Council (AIAN), National Black Council (NBC), and the National Hispanic Council (NHC).

## Essential Functions and Responsibilities

- Works with the human resources and talent management team, to ensure the selection, management, and evaluation of employees who are direct reports.
- Extensive knowledge and experience with EDI practices such as adult learning, conflict resolution, cultural humility, restorative justice, and anti-racism.
- Provides management and oversight of staff who serves as liaison to the work of CUBE and NSBA's three Councils (AIAN, NBC, NHC) to include conferences, events, content development and other deliverables
- Manages/oversees NSBA's equity, diversity, and inclusion programs, initiatives, and services, including the DIRE (Dismantling Institutional Racism in Education) initiative; demonstrate ability to facilitate complex discussions around race and racial equity
- Develop content, coordinate, and analyze research focused on EDI practices such as adult learning, conflict resolution, cultural humility, restorative justice, and anti-racism
- Ensures preparation and delivery of governance training to State Associations and their local school boards, as well as external organizations/entities requesting NSBA professional services
- Works closely with the membership staff to ensure alignment with state association member needs
- Works closely with business development staff to assist in the identification of appropriate sponsorship properties and/or grant opportunities
- Ensures the design and delivery of content and policies aligned with best practices that promote and support equity, diversity, and inclusion, in non-profit and K-12 settings; this includes in-person and online convenings
- Strong communicator and leader with interpersonal skills/experience working with diverse audiences, and keen awareness of global and cultural issues
- Strong writing skills highly required
- Acts as staff-level liaison to external partner organizations as appropriate
- Identifies and implements research projects and communications strategies that build knowledge and understanding of effective school board governance, focused on improving achievement and closing the achievement gaps, providing deliverable tools, reports, and products to NSBA core audiences across programming areas.
- Hires, trains, supervises, mentors, and evaluates staff consistent with NSBA's human resources/human talent practices.

### Required Qualifications-

- **Required:** Bachelor's degree in related field or equivalent combination of education and experience; 3-5 years of experience working directly to promote and support equity, diversity, and inclusion. Demonstrated success in K-12 education and/or nonprofit with education-related nonprofit setting or

related field, track record for collaboration and team building, excellent oral and written communication, and project management skills.

**Preferred:** Certified Equity, Diversity, Inclusion Professional

How to apply:

Qualified applicants should send resume, cover letter & salary requirements to: NSBA, Attn: HR/ Managing Director, Transformation Ofc.

Resumes may be emailed to [jobs@nsba.org](mailto:jobs@nsba.org)