



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

POSITION PROFILE

POSITION TITLE: SR. DIRECTOR OF EQUITY & COMMUNITY REALTIONS

REPORTS TO: CEO

CLASSIFICATION: FULL TIME/EXEMPT

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth with whom we are privileged to serve each day. For more information on BGCP and our work visit: <http://bgcpportland.org/about/>

BGCP is currently searching for a Sr. Director of Equity & Community Relations (Sr. Dir. ECR). This position is responsible for creating an expansive vision and strategic plan for Diversity, Equity and Inclusion (DEI) for BGCP. The Sr. Dir. ECR will also be responsible for focusing on fostering stronger community relations and establishing Community Advisory Councils with Club communities, families, other community leaders, and minority organizations in Portland. The Sr. Dir. ECR will work to push internal equity initiatives forward by applying BGCP's Equity Lens as well as standardized metrics and benchmarks to organizational DEI efforts and report to the CEO, Executive Team, and the Board of Directors on progress made/steps to take. The Sr. Dir. ECR serves as the organizational leader for driving the development, implementation and integration of best practices, resources and trends to increase DEI, cultural proficiency, and community impact in BGCP. The Sr. Dir. ECR will work in concert with BGCP's Executive Team and CEO, to address organizational, Club, and community needs and will provide leadership in the development of new programs and initiatives to advance BGCP's efforts toward achieving inclusive excellence. This person will partner with HR to drive the DEI operating model to ensure DEI is fully integrated into BGCP's HR initiatives. The Sr. Dir. ECR will also direct BGCP's Board led Equity Committee to assist in implementing the organization's strategic Equity plan.

Position General Requirements

- Strong leadership, management, and communication capabilities
- Knowledge of cultural competencies, skill development, and Diversity and Inclusion concepts
- Visionary/strategic thinker as well as excellent at execution
- Comfortable handling oneself in high level meetings and discussions and making presentations
- Ability to establish equally strong relationships with a wide variety of communities
- Passion, drive, and proven track record of creating community impact
- Strong customer service/interpersonal skills
- Meets established schedules/deadlines as part of normal routine while maintaining high accuracy requirements
- Conflict resolution abilities, proven experience leading/managing staff, and leading and handling sensitive personnel conversations/issues.
- Strong follow through and customer service mindset with staff and external vendors/stakeholders

- History and strength in implementing and managing systems, processes, and procedures
- Ability to manage and drive forward multi-year programs, projects, and change
- Maintaining confidentiality in all work, assignments, and responsibilities
- Resourceful; independent, solutions-oriented thinker; self-starter; strong work ethic
- Ability to work independently and effectively in a fluid work environment
- Ability to establish and maintain relationships and influence people at all levels in the organization and in the community with a variety of backgrounds, perspectives, and experience
- A team player
- Ability to work under pressure
- Must be organized, accurate with attention to detail, the ability to manage high demanding multiple tasks and responsibilities and possess strong computer skills.
- A strong work ethic; resourcefulness; strong communication skills; and the ability to think and work independently, but also a collaborator/team player, are all vital attributes to this key position.
- You will be an executive leader while getting things done in a busy workplace with multiple demands
- Assumes other duties and responsibilities as deemed necessary by the CEO

Minimum Position Qualifications, Skills, Abilities

- Minimum of BA or BS from an accredited college/university highly preferred in business or public administration, social science, communications, organizational development, or a related field
- Previous experience in youth services a plus
- Minimum of three years of strong staff management experience and a proven leadership and execution track record
- Minimum three years of direct work experience providing professional guidance on Diversity, Equity and Inclusion, civil rights laws such as EEO, ADA, and Title VI policies, investigative procedures, implementation and compliance practices, and contract administration – **OR -**
- An Associate's Degree in business or public administration, social science, communications, organizational development, or a related field AND five years of direct work experience providing professional guidance on Diversity, Equity and Inclusion, civil rights laws such as EEO, ADA, and Title VI policies, investigative procedures, implementation and compliance practices, and contract administration. Minimum of three years of experience must include supervision and management of professional staff – **OR -**
- High school diploma or GED and seven years of experience working within a public, private, or non-profit entity providing professional guidance on Diversity, Equity and Inclusion, civil rights laws such as EEO, ADA, and Title VI policies, investigative procedures, implementation and compliance practices, and contract administration. Three years of experience must include supervision and management of professional staff.
- Experience leading community groups, advisory boards, coalitions, etc.

Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

BGCP is proud to an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.

Under Oregon Law, qualifying veterans may apply for veterans' preference.