Diversity Manager Position Description - Generic

Title: Manager/Director, Diversity  
Job Family:

Job Code:  
Grade:

FLSA: Exempt  
Occ. Code:

I. Position Summary
The Manager/Director, Diversity serves as the primary advisor to the Chief Diversity Officer (CDO) and provides strategic advice and counsel to senior management on diversity-related issues, especially as they pertain to policy. Consults to the organization’s business unit leaders in developing and integrating diversity goals and strategies into all business and planning processes and practices. Compiles management reports for the CDO in support of the organization’s diversity business case and strategic direction.

II. Task Statements
1. Provides consultation and technical support to Senior Management in the establishment of organizational diversity goals, objectives, and strategies and develops/communicates plans to meet established goals.
2. Monitors internal and external diversity trends and legal developments impacting policy, the recruitment and retention of employees, and the acquisition and retention of members and volunteers.
3. Analyzes employee and volunteer opinion surveys, member satisfaction surveys, and other organizational culture audits, and prepares reports for senior management to inform decision making.
4. Negotiates contracts and manages contractual relationships with vendors and consultants for the department, as required.
5. Develops and manages the department budget, in conjunction with the CDO, and ensures expenditures are within established parameters, emphasizing cost efficiencies.
6. Represents [the company], and serves as subject matter expert on diversity-related issues at conferences, professional associations, and business meetings.
7. Demonstrates cultural competencies and behaviors in all interactions.

III. Latitude
Positions at this level exercise strategic latitude to accomplish assigned work duties and responsibilities. Positions are primary contributors to the achievement of [the company’s] goals and objectives.

IV. Minimum Education and Work Requirements
Completion of a Bachelor’s degree in Business, Management, Human Resources or other related discipline and 7 - 10 years of experience; or an equivalent combination of related training and relevant experience.

Diversity Position Description Statement - Generic
Description Notes:

Incumbent in this position may be required to perform other duties and special assignments not specifically stated.

Duties 1 - 7 are designated as essential job functions in accordance with the Americans with Disabilities Act of 1990.

APPROVALS:

_________________________________________   ________________________
Chief Operating Office/SVP  

_________________________________________   ________________________
Senior Staff Representative  

_________________________________________   ________________________
Department Manager  

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HUMAN RESOURCES DEPARTMENT ONLY  

_________________________________________   ________________________
Compensation Representative  

Effective Date:  

Revised:  

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