Job Title: Diversity, Equity & Inclusion Program Manager

Reports to: SVP/Chief Talent Officer

Classification: Exempt

**JOB SUMMARY:**

The Diversity, Equity & Inclusion Program Manager will design and execute the DEI strategy and program aligned with the Credit Union Vision. This role will is charged with creating an environment of learning and leadership development opportunities that help facilitate the implementation of the credit union’s diversity, equity and inclusion goals. The program manager is highly accountable for both strategy development and execution.

**ESSENTIAL FUNCTIONS:**

* Use a results-oriented, systems-thinking mindset to build strategies and implement corporate wide programs in support of DEI (Diversity, Equity & Inclusion). These areas include align with the core pillars of Employee, Community, and Vendor engagement.
* Develop and implement goals, policies, training, tools, change strategies, metrics, dashboards, and accountability structures aligned with the credit union’s Purpose, Vision, and Guiding Principles in support of DEI.
* Build and grow strong relationships with the key internal stakeholders and leaders across the organization.
* Create a strong external network to leverage resources, talent sourcing, and community partnership in support of Credit Union strategy.
* Provide subject matter expertise on DEI best practices.

**KNOWLEDGE, SKILLS & COMPETENCIES:**

* Demonstrated success designing and successfully leading and implementing diversity, equity and inclusion strategy and initiatives.
* Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues.
* Exceptional verbal and written communication skills, with the ability to maintain professionalism and a positive outlook. Board knowledge ideal.
* Polished, professional, and effective presentation skills for all audiences and levels within and outside the organization.
* Ability to navigate across all organization levels with excellent project management skill and to act with a sense of urgency.
* Proven ability to influence organizational processes as well as measure effectiveness and impact.
* Ability to influence, motivate, and foster sound relationships to achieve goals.
* Sound decision making ability using judgement and ingenuity while keeping brand protection at forefront.
* Strong attention to detail, high accuracy, solid quality and sound organizational skills.

**QUALIFICATIONS:**

* Bachelor's degree preferred or equivalent experience.
* 5+ years of Business Administration, HR or other relevant experience.
* 3 years of DEI program experience preferred with a demonstrated ability to develop and execute effective organizational strategies.
* Experience providing direction on developing relationships with underserved or underrepresented communities, particularly with communities of color.
* Ability and willingness to occasionally work night and weekends.
* Valid driver’s license and travel occasionally within Oregon and SW Washington.

**PHYSICAL REQUIREMENTS:**

* Light physical exertions with ability to lift up to 40 pounds.