



TITLE: Senior Director, Diversity, Equity and Inclusion

LOCATION: Washington, DC

REPORTS TO: President and CEO

TYPE: Full-time, Exempt

Organization Overview

Exponent Philanthropy is a vibrant membership organization that provides the resources and connections that help funders make the most of the minutes they have and the dollars they give. Exponent Philanthropy amplifies and celebrates the vital work of a diverse group of givers, who unite through their unique style of giving, which is lean, agile, responsive, passionate and personal. Membership is open to all individuals and organizations that give annually to more than one recipient, including those who use foundations, donor-advised funds, giving circles and other giving vehicles to carry out their philanthropy.

The organization was created in 1995 by a group of small-staffed foundations. The founders wanted to create an organization that encouraged participation and where all members had an equal voice. We now have members in all 50 states representing thousands of philanthropic leaders. Our growth is fueled by our warm and welcoming culture that is based on the following principles: relationships come first, one size does not fit all, learning is a life long journey, quality is essential, and inspiration from the collective impact of our members. In our staff, we look for highly collegial, ethical, bright, and customer service oriented individuals who have a commitment to quality work. Staff are passionate about the power of philanthropy, are driven by an entrepreneurial spirit and have a strong outcomes orientation. Exponent Philanthropy is an organization that values and rewards performance, collaboration and innovation.

Position Overview

The Senior Director, Diversity, Equity and Inclusion reports to the President and CEO and serves as a critical force for infusing DEI principles into the products, services, and culture of Exponent Philanthropy. This individual is responsible for advising on, enhancing, and implementing our DEI action plan, which is unique given our position in the philanthropic sector and the characteristics of our member community.

The Senior Director is a member of Exponent Philanthropy's leadership team, interacting with the management team and staff, as well as our Board and other member committees. They are expected to lead comfortably and capably and represent Exponent Philanthropy well internally and externally.

This position is funded by a grant from the W.K. Kellogg Foundation, and is initially intended to be a three-year position in its current form.

Essential Responsibilities

Strategy Development and Implementation

- Advise on Exponent Philanthropy's DEI action plan and develop structured approaches and timelines for ensuring successful implementation of the plan.
- Measure, track, and report on progress toward grant requirements and DEI action plan goals.
- Collaborate with teams across the organization and the board to integrate DEI efforts into all aspects of Exponent Philanthropy's business and culture, and empower others to lead and be accountable for this work.
- In collaboration with leadership, develop and implement policies, procedures, and activities that institutionalize a culture of equity and inclusion, from hiring and onboarding to vendor selection and professional development to member services and support.
- Coordinate DEI training activities and manage relationships with contracted vendors and groups.
- Build external alliances and partnerships which will further share DEI objectives internally, with members, and with the philanthropy sector writ large.

Program Management

- In collaboration with the Content Services and Educational Programs teams, develop member-facing thought pieces, programming, and practical resources on ways that members can advance and integrate DEI strategies in their philanthropic work.
- Assist with the identification and elevation of member stories of ongoing and effective integration of DEI strategies in their philanthropic work.

Leadership

- Participate on Exponent Philanthropy's management team, helping to inform the goals and strategy for the organization and promote a culture that is collegial, collaborative, and champions excellence.
- Report to Exponent Philanthropy senior staff and Board of Directors on progress of action plan.
- Participate actively in convenings and peer group meetings on DEI strategy with colleague organizations.

- Serve as an effective ambassador of Exponent Philanthropy and our members to the broader field and sector.

Requirements

Qualifications and Desired Experience

- Demonstrated experience in developing and leading diversity, equity, and inclusion initiatives.
- Intimate knowledge and experience with current and evolving DEI approaches and effective practices.
- Ability to think strategically and move ideas from conception to implementation.
- Highly collaborative style in developing and implementing strategies across various internal and external constituencies; ability to influence and engage peers and the organization.
- Exceptional interpersonal relationship and group facilitation skills; ability to work flexibly with many different leadership and working styles, while providing high-quality customer service.
- General management skills and specific experience in budgeting, planning, and project management.
- Resourceful, with the ability to make decisions and meet deadlines in an evolving dynamic environment, while also anticipating future needs.
- An innovative spirit, with an openness to new approaches and willingness to take on new challenges for professional growth.
- Excellent written, verbal, analytical and organizational skills and attention to detail.
- Demonstrated ability to be a self-starter and work on multiple projects in a fast-paced, team environment.
- The highest levels of responsibility, dependability, and integrity.
- Eagerness to learn and motivated to seek constructive criticism.
- Proficiency with Microsoft Office Suite and aptitude to develop a high level of proficiency with Exponent Philanthropy's database; experience with Salesforce preferred.
- Experience with membership associations preferred.

- Previous experience in philanthropy and/or philanthropy support is desirable but not a requirement.
- Ability to travel on occasion.

Exponent Philanthropy is an equal employment opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).

Cover letter and résumé in strictest confidence to:
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