CASA of Travis County
Job Description

Job Title: Director of Diversity, Equity & Inclusion
Date: January 2022
Reports to: Chief Executive Officer
FLSA Status: Full Time, Exempt

About CASA
Mission: CASA of Travis County exists to promote and protect the best interest of children who have been abused or neglected, by training volunteers to advocate for them in courts, in schools and in our community to help them find safe, permanent and loving homes.
Vision: For every child who needs us, CASA of Travis County envisions a trained volunteer advocate, a safe home and a promising future.

We operate with...
Integrity: we are committed to the best interest of the people we serve and of the organization we represent. We approach people and challenges with honesty, trustworthiness and openness. Excellence: We strive for continuous improvement, to be the best we can be, individually and collectively. We are accountable. Action: We get things done. We are determined, creative, strategic and goal-oriented. We persevere. Empowerment: We build resilience in each other to succeed in this rigorous work. We are empowered when we demonstrate the courage of our convictions. We empower others when we listen and respect their thoughts, opinions and feelings. Inclusion: We are stronger as a group when diversity and uniqueness are valued. We strive for equity. Generosity: We assume the best about each other’s intentions. We speak of others with kindness and treat one another with care and compassion. Hope: We remember that good can arise from difficulty and we look for optimism. We believe in the power of one person to change another’s life for the better.

General Summary
The Director of Diversity, Equity, and Inclusion will support CASA’s overall mission, vision, and strategies through collaborative leadership, both internally and externally, to help ensure that organizational activities, efforts, and initiatives are informed by race equity and multiple dimensions of diversity. Reporting to the CEO, the Director will serve as a member of the Senior Leadership and Program Leadership teams and will actively engage and partner with all departments across the organization. Externally, the Director will champion CASA’s
mission and vision and DEI strategies to stakeholders, helping to ensure that CASA’s networks are maintained and enlarged to support the overall vision.

**Essential Responsibilities and Duties**

1. **Leadership** – *In collaboration with leadership across the organization, provide focus, direction, goal setting and measurement to CASA’s diversity, equity, and inclusion (DEI) efforts.*
   - Lead strategic initiatives related to DEI; identify bright spots and transmit best practices to address gaps and continuously improve systems.
   - Partner with senior leadership team to integrate DEI principles into core decisions through the organization.
   - Partner with leaders, supervisors, and staff to effectively execute adopted DEI strategies.
   - Research and develop metrics for measuring the effectiveness of diversity initiatives implemented and prepare quarterly reports on the value of the initiatives. Develop, refine, and report DEI metrics and dashboards related to CASA’s annual goals, including child outcomes. Partner with leaders, supervisors, and staff to drive improvement.
   - Collaborate to embed equity and inclusion in CASA’s initiatives, policies, and procedures, ensuring balance and synergy with child safety and trauma-informed practices and priorities, as well as adherence to the requirements and frameworks governing CASA’s role in the child welfare system.
   - Stay current on emerging issues and trends in DEI work and make recommendations as there are opportunities for CASA’s benefit.

2. **Internal Systems Accountability** – *Help to support an ever more equitable and inclusive culture internally with employees and CASA volunteers.*
   - Partner in creating and implementing a comprehensive and sustainable employee engagement strategy that includes attention to race equity and leverages multiple dimensions of diversity.
   - Oversee constructive facilitation of internal committees and groups, such as the group supervision on race equity issues, the internal equity-focused committee, volunteer affinity groups, and identify others that may be useful.
   - Lead the design and implementation of professional development opportunities to increase staff and volunteers’ knowledge and ability in cross-cultural competence and anti-racist practices. Help to facilitate the Cultivating Anti-Racism through Personal Exploration (CAPE) curriculum and oversee coordination of quarterly CAPE workshops.
   - Develop, lead or coordinate education for staff and volunteers on various dimensions of inclusivity, including but not limited to, LGBTQ+ and gender identity, age, disability and others.
   - Develop training opportunities and provide consultation to assist managers to recognize, accommodate and appreciate individual differences, while focusing on meeting the CASA’s goals and objectives.
   - Collaborate with HR and leaders on sourcing, hiring, and retaining diverse candidates by connecting with professional organizations and leveraging social media and community connections. Help to develop programs to attract, retain, and promote a diverse workforce.

3. **External Systems Accountability and Community Engagement** – *Help to ensure that CASA’s services and participation in larger communities are informed with an equity focus.*
   - Working closely with the Family Finding and Engagement team and the Advocacy Leadership team, utilize data to drive initiatives aimed at addressing disproportionality in the child welfare system.
   - Provide internal consultation on advocacy issues in individual cases.
   - Partner with communications, recruiting, and development teams on strategy to attract a broad and diverse audience.
   - Assist in the recruitment and retention of diverse volunteers.
• Ensure CASA’s representation and participation in external DEI efforts as appropriate, including:
  o Child Welfare Race Equity Collaborative
  o Model Court LGBTQ+ committee
  o Model Court Race Equity Committee

4. Other duties as assigned.

Qualifications
• Bachelor’s degree in the social sciences, human resources, business or related disciplines, or equivalent experience required.
• Five or more years professional experience in workplace diversity, equity, inclusion & culture, with demonstrated ability to manage organizational diversity initiatives and to successfully engage in and manage community relationships required.
• Demonstrated understanding, including through lived experience, of the ways that identity and culture affect children and families.
• Demonstrated ability to lead change that furthers organizational goals.
• Demonstrated objectivity, intentionality, and self-awareness about one’s own biases. Ability to serve as a role model for the organization about broad inclusiveness.
• Excellent written and verbal communications along with presentation skills, required.
• Excellent project management and organizational skills required.
• Demonstrated initiative, ability to exercise good judgment, and to work with minimal supervision.
• Demonstrated effectiveness managing diverse stakeholders including but not limited to executives, employee groups, external vendors, and consultants.
• Demonstrated creativity and collaborative work style.
• Strong analytical skills and ability to translate metrics, research, and trends into strategy.
  Demonstrated ability to turn strategy into actionable tactics that drive results.
• Proven influencing and relationship building skills with internal and external partners and people from various backgrounds and cultures.
• Experience in the child welfare system preferred.
• Well-versed in EEOC, Affirmative Action and Compliance preferred.

Physical Requirements and Work Environment
The Director of Diversity, Equity and Inclusion will spend considerable time in the office and that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Must be able to lift at least 20 pounds. Additionally, it is anticipated that the person will spend several hours of each day seated at a PC. The Director of Diversity, Equity and Inclusion may be expected to attend certain meetings, including those that may occur in the evenings.