Position: Director of Equity and Inclusion

Status: Exempt/Fulltime

Supervisor: Executive Director

Overview:

Want to join the work to end homelessness? Are you someone passionate about equity and inclusion? If so, MDHI has a wonderful opportunity to join our team as our Director of Equity and Inclusion.

The Metro Denver Homeless Initiative (MDHI) is a non-profit organization with over 20 years of leadership in addressing homelessness in the seven-county metro Denver region. We’re dedicated to a housing first approach to ending homelessness. We’re looking for a Director of Equity and Inclusion to help lead the work to end homelessness.

MDHI is an organization that values diversity and we encourage people from all backgrounds to join our team. We highly value the lived expertise of individuals who have personal experiences with homelessness. As an employer we are committed to ensuring equity is applied to all employment policies, procedures, and decisions. This is consistent with the MDHI’s goal of achieving and ensuring diversity in the workplace and equity within the Metro Denver Continuum of Care.

Areas of Responsibility:

Equity and Accessibility Committee Management

Committee Management

- Serve as the MDHI staff lead for MDHI’s Lived Experience Action Board (LEAB), Youth Action Board (YAB), Equity and Accessibility Committee (E&A), and Coordinating Committee
- Work with committee chair(s) to build agendas, facilitate meetings, and manage workgroups
- Assist with facilitation, convening, recruitment, maintaining and posting notes and calendar updates to ensure robust committee participation
- Work with MDHI finance team to oversee LEAB and YAB budget, coordinate stipends and other associated costs, and to maintain records for these costs

VISTA Program
- Act as VISTA Coordinator for approximately 4-6 VISTA project sites throughout the region
- Coordinate with regional partners to identify sites and placement opportunities for VISTA participants
- Coordinate VISTA recruitment process and conduct interviews with VISTA applicants
- Provide initial orientation for new VISTAs and new on-site supervisors
- Support VISTAs in the program by facilitating regular individual check ins and monthly group meetings
- Support VISTA site supervisors by conducting periodic check ins and providing technical assistance upon request
- Collect and review monthly VISTA work logs
- Ensure program requirements with all CNCS VISTA requirements

**Strategic Planning**

**Strategy**
- Ensure that the priorities, needs, and insight of individuals with lived experience are elevated throughout the Continuum of Care (CoC)
- Lead the strategy around addressing homelessness through a JEDI lens and ensuring equity in the region’s homeless response system
- Lead training opportunities on equity with CoC member organizations
- Facilitate meaningful conversations on equity with stakeholders
- Assist MDHI and CoC membership in meeting the defined performance measures related to equity
- Help lead both internal and external work to create an equitable response to homelessness

**Process Improvement**
- Work directly with MDHI leadership to advocate for PLEH-driven innovation and a racially equitable system

**Monitoring**
- Serve as the Voice of the client during CoC program monitoring reviews
- Work directly with CoC program participants to understand their level of satisfaction regarding housing and services

**Other duties:**
- Be the point of contact for people seeking information, guidance and referrals for homeless services in the Metro Denver Region
- Complete other duties as assigned

**Qualifications and Skills**

**Required:**
- Ability to work with diverse teams representing various disciplines and all levels of staff.
- Understanding of systemic causes of homelessness through a JEDI (Justice, Equity, Diversity and Inclusion) lens
• Excellent communication and active listening skills. Ability to negotiate collaborative efforts internally and externally.
• Skilled at facilitating a group process and teambuilding team.
• Able to demonstrate strategic thinking to guide alignment with organizational goals and priorities.
• Ability to problem solve, make independent decisions, formulate reports, perform statistical analysis and interpret data.
• Ability to work independently, be result oriented, manage multiple priorities, and frequent change in duties and volume of work.
• Ability to maintain confidentiality of sensitive information.
• Able to handle medium to large scale projects involving multiple resources and spanning many months from start to finish.
• Minimum of 3 years of experience with coaching or facilitating work on racial equity

Preferred

• Lived expertise of homelessness is highly valued (literal homelessness, personal experiences with the shelter system, or any other form of homelessness as defined by HUD, the Department of Education, DHS, etc.)
• Diverse candidates (BIPOC, etc.) encouraged to apply
• Prior experience leading work on equity and inclusion across multiple stakeholder groups or leading equity and inclusion work in the homelessness sector
• Familiarity with Continuum of Care requirements and (data) standards

Benefits
MDHI offers an excellent benefit package, including:

• A highly competitive salary that aligns with our philosophy of hiring the best and brightest in the region
• Employer paid medical, dental, and vision insurance at 100% for the employee with family plans available
• Generous paid time off and a culture that encourages a healthy work/life balance
• Life insurance (because it’s important)
• A 403(b) retirement plan available from your hire date
• A flexible work environment, dedicated to ensuring your safety and security during COVID-19 and other health crises

Interested candidates should submit a cover letter and resume to: careers@mdhi.org.

The Metro Denver Homeless Initiative (MDHI) is a 501(c)(3) that serves as the Continuum-of Care for over 150 local agencies, faith-based organizations, and government programs in the seven-county metropolitan Denver community, and is committed to leading and advancing
collaboration to end homelessness in the region. MDHI and its Board of Directors are committed to building and maintaining a diverse membership and leadership to better represent the communities we serve.