



CENTRAL CITY CONCERN

HOMES HEALTH JOBS

JOB DESCRIPTION

TITLE:	Chief Equity Officer - 50026
DEPARTMENT:	Administration
REPORTS TO:	President and Chief Executive Officer
REPRESENTED:	No
FLSA:	Exempt

SUMMARY:

The Chief Equity Officer (CEqO) is an enterprise leadership role, reporting directly to the CEO. The Chief Equity Officer serves as a member of Executive Leadership Team, partnering with other senior leaders to develop and drive forward the key strategies of the organization. The Chief Equity Officer leads Central City Concern's commitment and strategy to be a diverse, anti-racist, equitable, and inclusive organization. S/he/they are responsible for setting and implementing an overarching vision of diversity, equity, and inclusion (DEI) for Central City Concern—both at the programmatic and administrative levels—that works to eliminate systemic organizational marginalization and promotes inclusion and anti-racist practices that will be evidenced through our structures, customs and leadership. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Visionary and Strategist

The Chief Equity Officer defines the overarching vision, identity, and strategy to become a diverse, equitable, and inclusive organization both in our Administration and across our network of Housing, Health and Employment programs: This includes:

- Defining – rooted in research, best practice, and community voice – an equity identity and lens, and what our vision of success is for applying them to all that we do
- Partnering with leaders to define our future vision for Central City Concern and engage in strategic planning work for 2022 and our 10-year plan
- Ensuring that our long-term (10-year) and near-term (annual and 2022) plans are fully reflective of and inspired by an equity lens, and reflect our equity identity
- Collaborating with the Strategy and Data & Analytics teams to develop and monitor Key Performance Indicators, and analyze and share observations regarding programmatic practice and innovation, internal and external DEI metrics, and organizational culture and practice
- Monitoring progress toward our DEI vision and achievement of our DEI goals as well as the execution of strategies that map toward those goals

- Partnering with the Quality Management team to ensure continuous learning and quality improvement regarding KPI's, DEI metrics, and organizational culture and practice.
- Collaborating with experts to evaluate CCC's practices, stay current on DEI research and best practices in the homelessness, health, housing, and employment fields and beyond. Additionally, recommend relevant adaptation of CCC activities and actions in accordance with that learning.

A Skilled Leader and Manager

The Chief Equity Officer directly manages the Equity Team, but also works closely with all programmatic teams, as well as many administrative teams, to ensure that organizational culture, practice and leadership development programming are anchored in our vision for equity and inclusion. To this end, the Chief Equity Officer:

- Leads CCC's Equity Team in driving CCC's Equity Strategy, supporting all programs in building their equity practice and culture
- Provides strategic leadership in the development of culturally specific and culturally responsive policy and service delivery models, as well as creating standardized guidelines and criteria for CCC Culturally Responsive and Culturally Specific programming
- Develops, implements, and reports on the organizational equity plan in partnership with organizational stakeholders.
- Ensures alignment among different service lines (Housing, Health, Employment) to support the unique needs and opportunities of culturally specific populations
- Works closely with Human Resources to design and implement strategies for recruiting and retaining leaders of color to senior leadership positions at Central City Concern
- Collaborates with Training and Development to develop leadership development curriculum and educational opportunities, to providing career advancement pathways for communities of color and LGBTQ+ staff
- Examines CCC policies, procedures and practices and identify what needs to evolve, be changed, or initiated.

A Gifted Communicator and Diplomat

The Chief Equity Officer shapes CCC's equity strategy and guides our efforts; they hold up a mirror to our organization, they support our efforts to improve, and they also hold us accountable when we fail. This work requires superb communications skills, both written and verbal, and strong diplomacy skills. The CEqO is a strong listener and able to build a robust network of partnerships across the organization and community in order to achieve DEI goals. More specifically, s/he/they need to:

- Develop consistent communication and feedback mechanisms to ensure we are able to identify, discuss, and address equity issues impacting our clients, residents, and staff.
- Provide technical assistance to Organization Leadership and other identified agency work groups regarding cross-cultural communications and collaborations.
- Stay abreast of research and best practices in equity and inclusion, particularly among people experiencing homelessness, and infuse/adapt it to CCC culture and practice.
- Develop communication systems to share best practices, highlight bright spots, and keep staff apprised of key initiatives and activities.
- Partner with Senior Director of Public Affairs to communicate our commitment, our practices, our accomplishments and our learnings more broadly.
- Partner with Public Policy Director to respond to events that impact CCC communities, develop public policy priorities and strategies

- Lead CCC Diversity Committee and working groups, ensuring staff, client, and resident voice is integrated into equity strategy and practice
- Oversee consciousness-raising efforts, including affinity groups, monthly DEI newsletter, and regular workshops/presentations/seminars/celebrations regarding our diverse community
- Manage and strengthen CCC's relationships and collaborations with external partners to deliver training and support to achieve our plan.
- Lead strategic engagement with CCC's Board of Directors, including but not restricted to monthly written Board Updates, collaboration on Equity strategic identity and roadmap, and Board DEI Sub-committee, if needed

SKILLS AND ABILITIES:

1. Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
2. Exceptional leadership skills
3. Demonstrated track record in challenging and influencing peers to approach all work with an equity lens
4. Ability to develop and monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.
5. Strong background of managing change throughout a distributed system of entities and teams
6. Deep content knowledge of the diversity, equity, and inclusiveness research base and best practices for organizations striving to become more diverse, equitable, and inclusive
7. Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
8. Strong management expertise; able to manage multiple projects and to move quickly from one to another.
9. Ability to create/design adult learning and teaching of the content and skills associated with operating with an equity lens
10. Proven track record of success engaging with communities of color and LGBTQ+ communities
11. Ability to remain solution-focused and respectful in all interactions with staff, co-workers, vendors, and clients.
12. Sufficient manual dexterity and physical ability to perform assigned tasks
13. Ability to manage time and meet deadlines
14. Ability to maintain accurate records and necessary paperwork
15. Ability to provide support and training to other staff

MINIMUM QUALIFICATIONS:

1. Requires a minimum of a BA/BS in social work, psychology, business, education or related field. Master's Degree preferred.
2. Minimum 10 years' experience advocating for and implementing change within a multi-cultural environment.
3. Minimum 3 years' experience developing and implementing diversity/equity/inclusion programs.
4. Direct service, nonprofit experience preferred.
5. Ability to communicate in languages other than English preferred.

6. Demonstrated understanding of cultural values and norms of various communities, particularly of communities of color, LGBTQ+ and Recovery communities.
7. Understanding of culturally-specific resources available within the community.
8. Effective intercultural communication skills and ability to advocate/address issues of diversity.
9. Sensitivity and understanding of specific barriers which may lead to lack of access and engagement.
10. Experience supervising and leading teams.
11. Experience developing and implementing trainings.
12. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
13. If a recovering chemically dependent person, must currently be clean and sober.
14. Must possess a current driver's license, access to a vehicle, qualify as an Acceptable Driver as designated in Central City Concern's Fleet Safety policy. Must pass an initial drivers training within 60 days of being an approved driver and continued recertification training. Must maintain vehicle insurance coverage of a minimum of \$100,000/\$300,000 personal auto liability coverage.
15. Must pass a pre-employment drug screen, TB test, and background check
16. Must adhere to agency's non-discrimination policies
17. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientation, and to treat each individual with respect and dignity.

Central City Concern is a second chance employer and complies with applicable laws regarding consideration of criminal background for employment purposes. Government regulations, contractual requirements, or the duties of this particular job may require CCC to conduct a background check and take appropriate action to address prior criminal convictions.

EQUAL OPPORTUNITY EMPLOYER

Employee Signature

Date

Employee Printed Name