

TITLE: Director of Equity and Inclusion

BASIC FUNCTION: Work with Community Colleges, Department of Education and IACCT to cultivate and maintain campus cultures committed to equity and inclusion for students, faculty, and staff, regardless of race, gender, ethnicity, nationality, age, religious or spiritual belief, sexual orientation, gender identity, veteran, marital status, political ideology, socioeconomic status, physical and intellectual ability, or other status.

LOCATION: Iowa Association of Community College Trustees (IACCT), Des Moines, IA

SUPERVISOR: Executive Director of IACCT

COMPENSATION: \$70,000-80,000 plus benefits including health insurance, retirement, and leave time

TO APPLY: Send a cover letter and resume to Donna Knox at dmknox@iacct.com, priority deadline March 9, 2021

QUALIFICATIONS:

Required –

1. Bachelor's or higher degree in related field.
2. At least 5 years' work experience addressing issues of equity, inclusion, and/or social justice, leading related initiatives, and a track record of challenge barriers.
3. Demonstrated success in program development, leadership, organization, and communication.
4. Proven ability to provide training and facilitation skills, including the ability to provide professional development, navigate difficult discussions, create consensus, and manage conflict.
5. Experience working with multiple and diverse stakeholders and committees, particularly experience working with minority and underserved populations.
6. Ability to work with budgets and finance.
7. Iowa driver's license and ability to drive to community colleges throughout the state.
8. Proficient in goal setting, strategic planning, and visioning.

Preferred –

1. Master's degree in a related field
2. Knowledge of and/or experience with Iowa's Community Colleges.
3. Proficient in the management of program development.
4. Experience managing organizational culture and change.
5. Ability to explore and write grant applications.

6. Proficient in computer software programs including but not limited to Microsoft Office Suite, Teams, Zoom, and with office equipment.
7. Ability to travel as needed.

DUTIES/RESPONSIBILITIES:

1. Serve as the leader of the newly formed equity and inclusion alliance between Iowa's Community Colleges and the Iowa Department of Education.
2. Promote equity, inclusion, and social justice within Iowa's Community Colleges through education and action designed to acknowledge and address racism and other systems of oppression and privilege impacting our campuses.
3. Provide leadership and direction toward the achievement of goals as identified by the Iowa Department of Education and Iowa's Community Colleges for the Alliance to Foster Equity and Inclusion.
4. Present a knowledgeable and positive image to multiple and diverse internal/external constituencies.
5. Set Alliance budget priorities and oversee expenditures according to organizational policies.
6. Create comprehensive programming supporting equity, inclusion, and social justice in cooperation with representatives from Iowa's Community Colleges and the Iowa Department of Education
7. Lead a committee comprised of individuals from Iowa's Community Colleges and the Iowa Department of Education.
8. Develop goals and direct planning, implementation, and management of work toward them in coordination with Alliance partners.
9. Conduct official correspondence for the Alliance as appropriate for the situation.
10. Research and write for related grant funding.
11. Oversee and coordinate the design, promotion, delivery and quality of programs for the Alliance.
12. Maintain the official records and documents of the Alliance.
13. Work with Alliance Committee, oversight committee and Executive Director of IACCT to set benchmarks and evaluate outcomes of programming.
14. Establish webinars and Professional Development for Community College to provide consistency throughout the State.
15. Speak on behalf of the Alliance at conferences and college networks.
16. Maintain a working knowledge of significant developments and trends affecting Community Colleges.
17. Provide advice and counsel to IACCT leadership and management on equity and inclusion priorities and complete other duties related to the success of IACCT as assigned.

GENERAL PHYSICAL ACTIVITIES AND ENVIRONMENTAL CONDITIONS:

Physical Activity

N = Not Applicable

O = Occasional (10-33%)

C = Constant (64-100%)

S = Seldom (1-9%)

F = Frequent (34-66%)

- F Stooing: Bending body downward and forward by bending spine at the waist.
- O Kneeling: Bending legs at knee to come to a rest on knee and hands.
- O Crouching: Bending body downward and forward by bending leg and spine.
- S Crawling: Moving about on hands and knees or hands and feet.
- F Reaching: Extending hand(s) and arm(s) in any direction.
- O Standing: Particularly for sustained periods.
- C Sitting: Particularly for sustained periods.
- O Walking: Moving about on foot to accomplish task, particularly for longer distances.
- S Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
- F Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- F Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (40 lb. boxes)
- C Grasping: Applying pressure to an object with the fingers and palm.
- C Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
- C Hearing: Perceiving the nature of sounds.
- O Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (7ft. height.)
- S Balancing: maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
- C Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
- C Visual Acuity: View computer and/or close visual work less than 18" of distance.
- O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc.