



## **Director of Diversity, Equity & Inclusion**

**Description:** The Director of Diversity, Equity, Inclusion (DEI) is responsible for the leadership of AMA Richmond's DEI strategy, primarily focused on people practices through a DEI lens. This leader will scale our investment in DEI to align with AMA Richmond's mission, values, and growth agenda.

### **Duties:**

- Elevate DEI across recruitment (member, BOD, and volunteer), programming, member retention, communications, and member engagement practices.
- Gain understanding of member expectations and influence and align strategies across existing bodies of work.
- Act as the organization's DEI thought leader and brand advocate.
- Assist on writing blogs and articles, presenting at community events and connecting with our Richmond community.
- Presenting to the Board of Directors monthly on duties and ways to incorporate more DEI efforts in our programming.
- Enhance BOD DEI accountability through collaboration
- Develop benchmarks and metrics and monitor progress over time

### **Skills/Qualification:**

Strong network, excellent follow-through, outstanding verbal and written communication skills, proactive attitude, and passion for DEI.

### **Time Commitment:**

10 - 12 hours per month