

## DIRECTOR OF DIVERSITY & INCLUSION

The Oregon State Bar (OSB) regulates the practice of law in Oregon and provides a variety of services to its members and the public. Located in Tigard, OSB is located just south of Portland retaining all the beauty of the Pacific Northwest while avoiding the hustle and bustle of downtown Portland.



*Equal Opportunity Employer*

We are looking to fill the position that will provide leadership and oversight for the OSB's initiatives and programs to advance diversity and inclusion within the legal profession. If this position speaks to your passion and experience, we encourage you to apply.

### **Essential Duties include the following:**

- Provides leadership in shaping the strategic direction for OSB efforts around advancing diversity and inclusion with the Oregon bench and bar. Facilitates the creation and implementation of an action plan to further OSB diversity and inclusion goals set by the BOG.
- Develops, oversees, and evaluates programs of the department, ensuring they are in line with the mission and goals of the OSB and are run as efficiently and effectively as possible.
- Responsible for day-to-day operations of the department within policy guidelines set by the Chief Executive Officer/Executive Director and the Board of Governors. Develops the long- and short-range plans for the department. Held accountable largely on the basis of results through the program measurement process.
- Serves as liaison to the Advisory Committee on Diversity and Inclusion and to the Diversity Section Executive Committee. Collaborates with these committees and provides guidance, leadership, and support for their work to further OSB diversity and inclusion goals.
- Cultivates and maintains relationships with internal and external stakeholders as necessary to advance OSB diversity and inclusion goals.
- Identifies and recommends to bar staff and the BOG best practices for advancing diversity and inclusion within the bench and bar.
- Serves as a professional resource for bar members on the topic of diversity and inclusion, promoting best practices and providing information and training.
- Facilitates meetings of the Diversity Action Committee.
- Supervises staff of the Diversity & Inclusion Department including, but not limited to, recruitment, hiring, training, retention, scheduling, coaching, and reviewing work and evaluating performance. Makes recommendations to the Chief Executive Officer/Executive Director on employment and termination of staff.
- Develops annual budget for the department with approval of the Chief Executive Officer/Executive Director and monitors all revenue and expenditures. Develops and implements a plan to supplement the department budget as needed to support diversity and inclusion programs.
- Fosters cooperation and teamwork among program staff and with other bar departments. Promotes customer service orientation toward members and other recipients of program services.
- Represents the OSB and its work to promote diversity and inclusion at the national, state and local levels.

### **Candidates may have any satisfactory equivalent combination of the following experience & training which ensures the ability to perform the work.**

- A BA or BS degree in a related field. Advanced degree in a related field (e.g., law, business, diversity leadership) helpful, but not required.
- Five years of increasingly responsible experience in planning, developing, administering, evaluating, and budgeting for diversity, equity and inclusion initiatives and programs serving multiple stakeholders.
- Supervisory experience to include personnel selection, evaluation, and coaching.
- Experience with strategic planning and implementation.
- Demonstrated ability to build constructive and collaborative working relationships with and among various interest groups.
- Excellent interpersonal and conflict resolution skills with demonstrated ability to listen, use tact, and facilitate conversations among various interest groups around diversity, equity, inclusion, implicit bias, and cultural competency issues.
- Experience designing and presenting educational and training sessions on implicit bias, cultural competency, or other topics related to diversity, equity, and inclusion.
- Experience developing and cultivating charitable gifts and donations.
- Familiarity with the legal system, the legal profession, and/or legal education helpful.
- Exceptional written and oral communication skills. Ability to communicate to a broad constituency with effective public speaking and public relations skills before large and small groups.

Salary will be determined depending on experience. The OSB offers excellent benefits including voluntary 6% participation in the PERS program. Send resume with a cover letter to Director of Human Resources, Attention: DDI, Oregon State Bar, P. O. Box 231935, Tigard, OR 97281. Fax to 503-598-6985 or e-mail to [hr@osbar.org](mailto:hr@osbar.org).