



Job Description: Director of Diversity, Education Equity, & Inclusion

Reports To: Managing Director, Member Engagement Services

FLSA Status: Full-time, Exempt

Location: Alexandria, VA

Background

The National School Boards Association (NSBA) is a federation of state associations and the U.S. territory of the Virgin Islands that represent locally elected school board officials serving approximately 51 million public school students regardless of their disability, ethnicity, socio-economic status or citizenship. Working with and through our state association members, NSBA advocates for equity and excellence in public education through school board leadership.

We believe that public education is a civil right necessary to the dignity and freedom of the American people and that each child deserves equitable access to an education that maximizes their individual potential.

Position Summary

This role requires proficiency, understanding and awareness of equity, diversity and inclusion policies and best practices, with particular focus in K-12 settings to provide distinctive value to NSBA state association members, program participants, and other key audiences. The incumbent manages the creation and facilitation of content, and training/professional development involving broad areas of educational equity, including disability, race, ethnicity, and socio-economic status. Manages staff that support programs for the Council of Urban Boards of Education (CUBE) and NSBA Councils: National American Indian Alaska Native Council (AIAN), National Black Council (NBC), and the National Hispanic Council (NHC).

The Director of Diversity, Education Equity, and Inclusion (DEEI) provides strategic vision and executes the direction, leadership and administrative management of all DEEI programs and initiatives at NSBA. This Director is also responsible for developing and fostering the integration of best DEEI practices and procedures across all NSBA departments and promotes DEEI initiatives to external partners. This position works closely with the Human Resources Director to ensure consistency in all HR policies, procedures and hiring practices in relation to DEEI.

The Director of DEEI will be responsible for the development and implementation of a results-focused comprehensive strategy to foster equitable, diverse, and inclusive staffing at all levels of NSBA. Including but not limited to the hiring, retention, and promotion of a DEEI workforce.



Leadership Expectations

The Director of DEEI reports directly to the Chief Transformation Officer and will lead NSBA in efforts to create an environment that values and demonstrates its commitment to equity, diversity, and inclusion. This position is also expected to interface with the Board of Directors, association leaders, and NSBA staff. Finally, the Director of DEEI is expected to establish relationships with other professional organizations and special interest groups for networking and information exchange.

Primary Responsibilities

- Provides management and oversight of staff who serves as liaison to the work of CUBE and NSBA's three Councils (AIAN, NBC, NHC) to include conferences, events, content development and other deliverables
- Manages/oversees NSBA's equity, diversity, and inclusion programs, initiatives, and services, including the DIRE (Dismantling Institutional Racism in Education) initiative; demonstrate ability to facilitate complex discussions around race and racial equity
- Develops content, coordinate, and analyze research focused on EDI practices such as adult learning, conflict resolution, cultural humility, restorative justice, and anti-racism
- Ensures preparation and delivery of governance training to State Associations and their local school boards, as well as external organizations/entities requesting NSBA professional services
- Works closely with the membership staff to ensure alignment with state association member needs
- Works closely with business development staff to assist in the identification of appropriate sponsorship properties and/or grant opportunities
- Ensures the design and delivery of content and policies aligned with best practices that promote and support equity, diversity, and inclusion, in non-profit and K-12 settings; this includes in-person and online convenings
- Acts as staff-level liaison to external partner organizations as appropriate
- Identifies and implements research projects and communications strategies that build knowledge and understanding of effective school board governance, focused on improving achievement and closing the achievement gaps, providing deliverable tools, reports, and products to NSBA core audiences across programming areas.
- Hires, trains, supervises, mentors, and evaluates staff consistent with NSBA's human resources/human talent practices. Required Qualifications-
- Establish strategic goals that promote equity, diversity, and inclusion (DEEI) within NSBA.
- Develops metrics to aid and support strategic vision and planning of DEEI goals
- Facilitates and shares research and best practices on emergent issues of DEEI and provide strategic guidance to enhance DEEI goals and cultural competency;
- Become intimately familiar with the policies and procedures in NSBA bylaws and policies to help identify policies and procedures that may propagate structural bias



- Collaborates with staff to facilitate trust-building, relationship-building, cultural competency, and organizational awareness as it relates to DEEI
- Partners with Human Resources to develop strategies and opportunities to recruit and retain a diverse workforce
- Creates dynamic and intentional equity, diversity, and inclusion programs for NSBA staff (including new hires) and Board of Directors
- Works externally to establish a network of experts and organizations involved in the national discussion of DEEI to consistently advise leaders on innovative ideas, policy development and program concepts
- Establishes focus groups of internal staff to understand how NSBA functions and understand the DEEI issues being raised by those invested in the organization's success.

Qualifications & Experience

- Required: Bachelor's degree in related field or equivalent combination of education and experience; three to five (3- 5) years' of experience working directly to promote and support equity, diversity, and inclusion. (Preferred: Certified Equity, Diversity, Inclusion Professional. At least five (5) years' of relevant experience in a leadership role, with at least three (3) years' in a strategic or operational DEEI position.)
- Demonstrated success in K-12 education and/or nonprofit with education-related nonprofit setting or related field, track record for collaboration and team building, excellent oral and written communication, and project management skills.
- Experience in DEI strategy development across all organizational levels (Board, Executive, and staff levels)
- Strong communicator and leader with interpersonal skills/experience working with diverse audiences, and keen awareness of global and cultural issues
- Demonstrate a proven ability in developing and supporting continuous improvement principles utilizing a systemic approach and data for decision-making
- Experience leading transformational or organizational change
- Demonstrated ability to manage multiple, simultaneous projects and manage competing priorities
- Outstanding professionalism and interpersonal and communication skills
- Thoroughly adept to using Microsoft Office applications, including PowerPoint and Outlook
- Serious commitment to providing excellent service delivery with high level of motivation

Benefits

In addition to the standard benefits NSBA offers (medical, dental, vision, matching retirement contributions), we also offer some perks that make working at NSBA even more enjoyable:

- **Flexible Work Schedules:** At NSBA, a 35-hour week constitutes fulltime employment. Core business hours are between 9 a.m. and 5 p.m., but you may vary your work hours to start as early



as 8 a.m. or as late as 10 a.m. with supervisor approval.

- **Teleworking:** Avoid D.C. area traffic and work in the comfort of your own home. Most employees are eligible for teleworking privileges after six months of continuous employment.
- **Vacation Time** Hard work earns well-deserved breaks. New employees receive 15 days of vacation and four paid personal days per year. NSBA also observes 11 paid holidays and gives employees generous paid sick leave.
- **Location, Location, Location:** Located in the historic Old Town neighborhood of Alexandria, the NSBA office enjoys close proximity to numerous dining, cultural and retail opportunities. Many employees use breaks to walk around the Alexandria African American Heritage Park, relax on a park bench in Carlyle Square or grab lunch at a nearby restaurant.
- **Subsidized Parking:** Our office is near the King St-Old Town Metro Station and Alexandria Union Amtrak Station. We also subsidize public transportation and off-site parking costs. If you prefer to travel by two wheels instead of four, take advantage of the bike rack in our building's parking lot.