

**Director for Equity Initiatives:** This position supports the execution of DEI initiatives and grants, ensuring compliance, budget oversight, and program development. It involves collaborating with stakeholders, providing technical support, compiling reports, and representing the agency in key meetings, all while contributing to the sustainability and impact of DEI efforts across the organization.

**Performance - Regular Assignments:**

**Grant and Program Management:**

- Ensure compliance with reporting standards and grant agreements, facilitate Intergovernmental Agreements, and provide technical support for the Workforce Equity Initiative (WEI).
- Offer support and guidance for various DEI-related grants and programs, contributing to the successful execution of diversity and inclusion initiatives.
- Facilitate the submission of equity plans from colleges, including analysis, feedback, presentations, and reporting to support continuous improvement.

**Reporting and Representation:**

- Compile comprehensive reports on DEI initiatives for submission to the Governor's Office.
- Represent ICCB at conferences for the WEI and in meetings related to DEI to ensure effective communication and alignment with state-level priorities.

**Collaboration and Fiscal Oversight:**

- Collaborate with ICCB fiscal staff to oversee budget amendments, ensuring financial resources align with DEI goals.
- Work with the agency's DEI committee to support initiatives and professional development that fosters continuous learning.

**Strategic Planning and Proposal Development:**

- Play a key role in crafting proposals for DEI initiatives within the agency and externally.
- Contribute to the strategic planning and execution of agency-wide DEI initiatives, fostering an inclusive environment.

**General:**

- Perform other duties as assigned.

**Minimum Qualifications**

1. Bachelor's degree in business or a related field
2. A total of one (1) year (12 months) in education, training and/or work experience in the area of specialization inherent to the position. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)

**Additional Desirable Qualifications**

1. DEI related professional memberships and/or certifications is preferred.
2. Proficiency in Microsoft Office tools, including Outlook, Word, PowerPoint, Excel, and Teams

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3. Experience and ability to work with outside providers, vendors, or associates. This includes advising and training skills.
4. Grant Management experience
5. Ability to communicate effectively orally and in writing.
6. Prior work with Diversity, Equity, and Inclusion.