



NARAL Pro-Choice America Seeks

DIRECTOR OF EQUITY AND CULTURE

For more than 50 years, NARAL Pro-Choice America and its chapters have fought to protect and expand reproductive freedom—including access to abortion and contraception—for every body. We are powered by our more than 4 million members from every state and congressional district in the country, representing the 8 in 10 Americans who believe every person should have the freedom to make the best decision for themselves about if, when, and how to raise a family. NARAL Pro-Choice America centers diversity, equity, inclusion, and justice in our organization and our work. Continuously learning from our history, we hold ourselves accountable to achieve reproductive freedom with equitable access for every body. As the oldest and largest national membership organization primarily focused on advocating for abortion access, we organize and mobilize, galvanizing millions of people to take action to defend reproductive freedom, and shining a spotlight of accountability on bad actors who work to impose their ideological agenda on others. We also work to elect champions for reproductive freedom and advance state and federal legislation to safeguard it. For more information on NARAL Pro-Choice America, please visit our [website](#).

Location: Washington, DC

Reports To: Chief of Equity, Culture, and Talent

Positions Reporting to this Position: Equity and Culture Manager, and Equity and Culture Associate

Works Closely with: Director of Talent

This Position is: Exempt Management.

Job Summary:

Reporting to the Chief of Equity, Culture, and Talent (“Chief”), the Director of Equity and Culture (“Director”) will serve a critical role in helping to connect the dots between diversity and inclusion efforts across the organization and supporting the Chief in maintaining an equitable and inclusive organization, including our work to center anti-racism and other DEI successful practices both internally and externally. Leading with our values of collaboration, equity, excellence, inclusion, and transparency, the incumbent will implement the organization’s vision for the diversity, equity, and inclusion (“DEI”) work envisioned in the Board of Director’s Road Map to Equity, and as strategically constructed by the Chief.

Specifically, the Director will partner with the Chief to implement processes, protocols,

programs, and initiatives to build the organization's infrastructure and to address staff wellness, engagement, and sense of belonging. In collaboration with the Chief, the Director will be responsible for executing aspects of future planning to ensure that equity and inclusion are embedded in all that we do.

This is an ideal role for someone who is strong in executing a plan, who can manage projects and programs, and who can lead people. The job responsibilities, described below, do not reflect other responsibilities that may be delegated.

Job Responsibilities:

In collaboration with the Chief and the Director of Talent, create a strong infrastructure that supports NARAL's 5-year Strategic Plan and the Board's Road Map to Equity.

- Lead in the creation/revision of internal processes and protocols that allow for equity through transparency and consistency across the organization, to include
 - Building a contracting/procurement process that thrives on engagement with staff, adherence to guidelines and policies, engagement with vendors;
 - Creating a system by which demographic information is responsibly collected and maintained for purposes of ensuring the organization lives its values;
 - Developing internal norms and other documents to provide transparency and clarity for the internal work; and
 - Managing the process for investigating internal allegations of violations of the organization's policies.
- Collaborate with employee working groups to help inform the work of the Equity, Culture, and Talent Department
- In collaboration with the Director for Talent, engage in efforts to support staff wellness, to include ensuring support for staff during transition periods, and while staff take leave. Work with the Chief to develop redundancies in each department.

Identify, create, and maintain opportunities for staff, Board, and member learning and development

- In collaboration with the Chief and the Director of Talent, manage the implementation of DEI training, to include foundational training during staff onboarding, annual refresher training, and deep-dive training series
- Manage the implementation of annual anti-harassment/discrimination training for staff and Board members
- In collaboration with Department Directors, collaborate on relevant DEI training for members, volunteers, and organizers, to include unconscious bias and working with diverse communities

Support the cohesive work of the organization

- Support the Chief in working collaboratively with other departments to ensure messaging is aligned across the organization and is in line with our values
- Provide support to departments in the preparation of internal- and external-facing documents to ensure they are mindful of equity and inclusion
- Provide general support to the Chief in embedding equity and inclusion in the organization's programmatic work

Support the Chief in developing goals/metrics for the future planning of the Department in particular and the organization as a whole

- In collaboration with the Director of Talent, devise tools to assess the cultural health of the organization and translate responses into actions and measures.
- In collaboration with the Chief, engage in future planning for the Department around the Board's Road Map to Equity and develop measures of success.

Supervisory Responsibilities:

- Direct, supervise and manage the Equity and Culture Manager, and Equity and Culture Associate, providing ongoing guidance, direction and support; delegate appropriately and ensure strong internal communication and coordination; evaluate performance and provide opportunities for personal and professional growth.
- Where appropriate, oversee relationships with outside vendors and consultants.
- Lead by example in setting high performance standards for self and staff.
- Support an environment that welcomes differences of opinion and promotes respect for others, and fosters trust and cooperation.

Experience or Proven Ability:

- **An implementer who works with urgency.** Proven experience of supporting a vision through its execution and developing action steps from strategic planning goals. Has an appreciation for sequencing to ensure the right things are done at the right times; high standards for success and a healthy impatience for progress. Knows how to keep projects moving while supporting the work of others.
- **Strategic-thinker and solutions-oriented**, with excellent judgment and collaborative ways to overcome obstacles and execute on initiatives.
- **Excellent communicator**, both written and oral. Must be able to draft policies, protocols, review contracts and other documents that create the foundation of the organization's infrastructure. Has a strong ability to communicate in writing and in person, with a proven ability to listen deeply to what people are saying (while understanding what they are not saying).
- **Successful leader of people**, having supported staff to be their best selves, helping them to grow in the development of their skills and abilities.
- **Proven ability to work collaboratively and with transparency**, building trust, credibility, and strengthening relationships with organization staff across lines of race, sexuality, gender and other identities.
- **Experience with bringing diversity, equity, and inclusion into a workplace.** Demonstrated knowledge of DEI principles and ability or experience having implemented DEI programming into organizations.

What you will bring:

The successful candidate for this position will be an energetic, innovative, positive and outgoing professional with many of the following attributes:

- A minimum of 10 years of professional experience with increasing responsibility
- Experience creating, implementing, or directly supporting diversity, equity, and inclusion initiatives in organizational settings.
- Strong management and interpersonal skills with a demonstrated ability to develop and mentor staff.
- Broad professional experience with organizational systems.
- Excellent communication skills, both written and oral.
- A personal passion and commitment to the organization's mission and an understanding of the reproductive freedom issue.
- A commitment to contributing to a workplace environment in which diversity is valued and supported.
- Experience in non-profit and/or reproductive rights is a plus.
- A Juris Doctor degree is preferred.

To Apply:

NARAL is partnering with JM Search on this recruitment. For consideration, please submit a thoughtful letter of interest—responsive to the duties and qualifications outlined above—and a résumé to NARALDirEC@JMSearch.com.

NARAL Pro-Choice America does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, veteran status, or political affiliation. Candidates from diverse backgrounds are encouraged to apply.