

# Chief Equity Officer

## **DEFINITION:**

The Chief Equity Officer (CEqO) is an enterprise leadership role, reporting directly to the Public Health Director. The Chief Equity Officer serves as a member of Executive Leadership Team, partnering with other senior leaders to develop and drive forward the key strategies of the organization. The Chief Equity Officer leads Mono County's commitment and strategy to be a diverse, antiracist, equitable, and inclusive organization. S/he/they are responsible for setting and implementing an overarching vision of diversity, equity, and inclusion (DEI) for Mono County—both at the programmatic and administrative levels—that works to eliminate systemic organizational marginalization and promotes inclusion and antiracist practices that will be evidenced through our structures, customs, and leadership. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

## **REPORTS TO:**

Public Health Director

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### ***A Visionary and Strategist***

The Chief Equity Officer defines the overarching vision, identity, and strategy to become a diverse, equitable, and inclusive organization both in our Administration and across our communities, Health and Employment programs: This includes:

- Defining – rooted in research, best practice, and community voice – an equity identity and lens, and what our vision of success is for applying them to all that we do
- Partnering with leaders to define our future vision for Mono County and engage in strategic planning work for 2022 and our 10-year plan
- Ensuring that our long-term (10-year) and near-term (annual and 2022) plans are fully reflective of and inspired by an equity lens, and reflect our equity identity
- Collaborating with the Data & Analytics teams to develop and monitor Key Performance Indicators, and analyze and share observations regarding programmatic practice and innovation, internal and external DEI metrics, and organizational culture and practice

- Monitoring progress toward our DEI vision and achievement of our DEI goals as well as the execution of strategies that map toward those goals
- Collaborating with experts to evaluate Mono County's practices, stay current on DEI research and best practices in the homelessness, health, housing, and employment fields and beyond. Additionally, recommend relevant adaptation of Mono County activities and actions in accordance with that learning.

### **A Skilled Leader and Manager**

The Chief Equity Officer directly manages the Equity Team, but also works closely with all programmatic teams, as well as many administrative teams, to ensure that organizational culture, practice, and leadership development programming are anchored in our vision for equity and inclusion. To this end, the Chief Equity Officer:

- Leads Mono County's Equity Team in driving Mono County's Equity Strategy, supporting all programs in building their equity practice and culture
- Provides strategic leadership in the development of culturally specific and culturally responsive policy and service delivery models, as well as creating standardized guidelines and criteria for Mono County Culturally Responsive and Culturally Specific programming
- Develops, implements, and reports on the organizational equity plan in partnership with organizational stakeholders.
- Ensures alignment among different service lines (Housing, Health, Employment) to support the unique needs and opportunities of culturally specific populations
- Works closely with Human Resources to design and implement strategies for recruiting and retaining leaders of color to senior leadership positions at Mono County
- Collaborates with Training and Development to develop leadership development curriculum and educational opportunities, to providing career advancement pathways for communities of color and LGBTQ+ staff
- Examines Mono County policies, procedures and practices and identify what needs to evolve, be changed, or initiated.

### **A Gifted Communicator and Diplomat**

The Chief Equity Officer shapes CCC's equity strategy and guides our efforts; they hold up a mirror to our organization, they support our efforts to improve, and they also hold us accountable when we fail. This work requires superb communications skills, both written and verbal, and strong diplomacy skills. The CEqO is a strong listener and able to build a robust network of partnerships across the organization and community in order to achieve DEI goals. More specifically, s/he/they need to:

- Develop consistent communication and feedback mechanisms to ensure we are able to identify, discuss, and address equity issues impacting our clients, residents, and staff.
- Provide technical assistance to Organization Leadership and other identified agency work groups regarding cross-cultural communications and collaborations.
- Develop communication systems to share best practices, highlight bright spots, and keep staff apprised of key initiatives and activities.
- Partner with Senior management to communicate our commitment, our practices, our accomplishments, and our learnings more broadly.
- Lead Mono County Diversity Committee and working groups, ensuring staff, client, and resident voice is integrated into equity strategy and practice

- Manage and strengthen Mono County's relationships and collaborations with external partners to deliver training and support to achieve our plan.
- Lead strategic engagement with Mono County's Board of Supervisors, including but not restricted to monthly written Board Updates, collaboration on Equity strategic identity and roadmap, and Board DEI Sub-committee, if needed

**SKILLS AND ABILITIES:**

1. Ability to engage with diverse staff and leadership to promote trust, collaboration, and partnership between departments and levels of leadership.
2. Exceptional leadership skills
3. Demonstrated track record in challenging and influencing peers to approach all work with an equity lens
4. Ability to develop and monitor indicators of organizational culture and engage employees and senior leadership to create organizational change.
5. Strong background of managing change throughout a distributed system of entities and teams
6. Deep content knowledge of the diversity, equity, and inclusiveness research base and best practices for organizations striving to become more diverse, equitable, and inclusive
7. Strong interpersonal skills: able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
8. Strong management expertise: able to manage multiple projects and to move quickly from one to another.
9. Proven track record of success engaging with communities of color and LGBTQ+ communities
10. Ability to remain solution-focused and respectful in all interactions with staff, coworkers, vendors, and clients.
11. Sufficient manual dexterity and physical ability to perform assigned tasks
12. Ability to manage time and meet deadlines
13. Ability to maintain accurate records and necessary paperwork
14. Ability to provide support and training to other staff

**MINIMUM QUALIFICATIONS:**

1. Requires a minimum of a BA/BS in social work, psychology, business, education or related field preferred.
2. Minimum 3 years' experience developing and implementing diversity/equity/inclusion programs.
3. Direct service, nonprofit experience preferred.
4. Ability to communicate in languages other than English preferred.
5. Demonstrated understanding of cultural values and norms of various communities, particularly of communities of color, LGBTQ+ and Recovery communities.
6. Understanding of culturally-specific resources available within the community.
7. Effective intercultural communication skills and ability to advocate/address issues of diversity.

8. Sensitivity and understanding of specific barriers which may lead to lack of access and engagement.
9. Experience supervising and leading teams.
10. Experience developing and implementing trainings.
11. Will be required to carry an agency cell phone for work use. Cell phone will be provided by Central City Concern.
12. If a recovering chemically dependent person, must currently be clean and sober.
13. Must possess a current driver's license.
14. Must adhere to agency's non-discrimination policies
15. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientation, and to treat each individual with respect and dignity.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties Additionally, incumbents will be required to follow instructions and to perform other job-related duties as may be required.