



## CHIEF EQUITY AND INCLUSION OFFICER JOB DESCRIPTION

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### POSITION SUMMARY:

As the City of Atlanta's economic development agency, the Atlanta Development Authority d/b/a "Invest Atlanta's" purpose is to strengthen Atlanta's economy and global competitiveness to create increase opportunity and prosperity for all Atlantans. **Economic prosperity and competitiveness in Atlanta start with equity—equitable access to opportunity and pathways to wealth creation. It is more than a goal, it is a guiding principle that drives the organization.** Consequently, the Chief Equity & Inclusion Officer position is a leadership role, reporting directly to the Invest Atlanta President & Chief Executive Officer. This position leads Invest Atlanta's commitment and strategy to be a diverse, equitable, and inclusive agency that promotes economic mobility principles. As a member of the Executive Leadership Team, the Chief Equity & Inclusion Officer partners with other senior leaders to develop and prioritize IA's strategies around diversity, inclusion and economic mobility.

The Chief Equity & Inclusion Officer champions IA's programs and benefits through an economic mobility lens to ensure that all Atlantans are positioned to benefit from economic investments in the City, regardless of zip code. This position implements the overarching vision of diversity, equity, and inclusion for Invest Atlanta—both at the external programmatic and internal administrative levels—that works to eliminate systemic organizational marginalization and promotes inclusion and economic mobility practices that will be evidenced through our structures, programs and leadership. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### *A Visionary and Strategist*

The Chief Equity Officer works with the President & CEO to define the overarching vision, identity, and strategy to become a diverse, equitable, and inclusive organization both in our administration and across our grant and incentive programs, including:

- 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 internal and external leaders to implement Invest Atlanta's vision, mission, and the Economic Mobility Strategy.



- Ensuring that long-term and near-term plans are fully reflective of and inspired by an equity lens and embody objectives established in the Economic Mobility Strategy.
- Collaborating with programmatic teams to develop and monitor Key Performance Indicators for objectives established in the Economic Mobility Strategy.
- Ensuring continuous learning regarding diversity, equity and inclusion within IA's organizational culture and practice.

#### *A Skilled Leader*

The Chief Equity & Inclusion Officer works closely with all programmatic and administrative teams to ensure that organizational culture, practice and leadership development programming are anchored in our vision for equity and inclusion. Including but not limited to:

- Collaborating with experts to evaluate IA's equity, inclusion, diversity, and economic mobility practices and recommend relevant adaptation of IA activities and actions in accordance with that learning.
- Reviewing and recommending revisions to IA's equity, inclusion, diversity, and economic mobility policies, procedures and practices.

#### *An Adept Communicator and Diplomat*

The Chief Equity & Inclusion Officer shapes IA's equity strategy and guides our efforts. This position supports our efforts to improve, and also hold IA accountable when we fail. This work requires superb communications skills, both written and verbal, and strong diplomacy skills. The Chief Equity & Inclusion Officer is a strong listener and able to build a robust network of partnerships across the organization and community in order to achieve IA's goals. More specifically:

- Develop consistent communication and feedback mechanisms to ensure IA is able to identify, discuss, and address equity issues impacting community members, program participants and staff.
- Provide technical assistance to IA Leadership and other identified agency work groups regarding cross-cultural communications and collaborations.
- Partner with IA and City Marketing & Communications staff to communicate IA commitment, practices, accomplishments and learnings regarding equity, inclusion, and economic mobility more broadly.
- Manage and strengthen IA's relationships and collaborations with external partners and stakeholders to deliver training and support to achieve the Economic Mobility Strategy.



## **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. Deep content knowledge of diversity, equity, and inclusiveness research base and best practices for organizations striving to become more diverse, equitable, and inclusive
6. Strong interpersonal skills; able to quickly establish credibility to develop and manage productive relationships with internal and external individuals and agencies.
7. Strong management expertise; able to manage multiple projects and to move quickly from one to another.
8. Ability to create/design adult learning and teaching of the content and skills associated with operating with an equity lens

## **MINIMUM QUALIFICATIONS:**

1. Requires a minimum of a BA/BS in social work, psychology, business, education, economics or related field. Master's Degree preferred.
2. Minimum 10 years' experience advocating for and implementing change within a multi-cultural environment. Preferred.
3. Minimum 3 years' experience developing and implementing diversity/equity/inclusion programs. Preferred.
4. Direct service, governmental or nonprofit experience preferred.
5. Ability to communicate in languages other than English a plus.

*Dorothy should add our regular language here.*