



Job Description

HGAR Director of Diversity, Equity, and Inclusion

Summary of Principal Responsibilities

The Director of Diversity, Equity, and Inclusion (DDEI) will lead HGAR's efforts in developing and executing HGAR's diversity, equity, and inclusion goals and initiatives. The DDEI will develop, implement and promote proactive and integrative policies, strategies and practices that lead to a more inclusive work culture; and an array of dynamic and innovative learning tools to ensure that its DDEI goals are met. The Director will support HGAR's staff, its leadership team, and its membership to ensure that HGAR's programming, outreach and engagements reflect and promote HGAR's DDEI goals. The DDEI will serve as an institutional resource with respect to issues including, but not limited to, cultural diversity, racism, gender equality, disability, sexual orientation, ethnic and religious tolerance, and gender identity.

Director of Diversity, Equity, and Inclusion responsibilities include:

- Develop and implement initiatives that will advance a culture of diversity, equity, and inclusion within HGAR.
- Develop programming to educate and inform HGAR Members, staff and leadership on the issues of diversity, equity and inclusion.
- Liaise with external partners and stakeholders to strengthen HGAR relationships.
- Develop and implement recruitment and growth initiatives for minority owned real estate and affiliated businesses.
- Design company policies and programs that reinforce diversity in the workplace and within the membership.
- Implement initiatives to create, encourage, and enhance leadership opportunities for minority members.
- Assist the DEI steering committee, as well as HGAR's leadership and staff, in implementing DEI initiatives.
- Assist HGAR's leadership and staff in adopting effective communication and outreach techniques when communicating within HGAR or externally.
- Collaborate on setting priorities and building internal support for DEI initiatives.
- Review, revise and update as may be needed all communication on our website, social media pages, job descriptions and internal documents to ensure that these communications and documents are inclusive and non-discriminatory.
- Review our selection criteria to verify they are objective and strictly job-related.
- Measure and forecast diversity metrics.
- Create synergies with local chapters of multi-cultural organizations.
- Represent HGAR at career events and opportunities to promote minority membership.
- Work in conjunction with legal counsel to ensure compliance with federal, state, and local regulations diversity, equity and inclusion.

Requirements

- Experience as an HR Manager, HR Consultant or similar role.
- Experience with diversity, equity, and inclusion work.
- Project management experience.
- Experience with the development of DEI communications plans, including key messaging, value propositions, etc.
- Hands-on experience designing company policies in the areas of anti-discrimination and equal employment opportunities.
- Comprehensive knowledge of labor and human rights legislation.
- Leadership skills.
- Exceptional interpersonal skills and ability to build strong professional relationships across multiple internal and external stakeholder groups.
- Strong administrative and organizational skills with attention to detail and ability to balance and prioritize workload under deadlines and multiple commitments.
- Excellent writing, communication, and facilitation skills.
- Comfort working independently as well as part of a team.
- Bachelor's Degree or higher in Human Resources, Organizational Psychology, or relevant field.