

DIVERSITY, EQUITY, AND INCLUSION OFFICER

Location: Delaware Memorial Bridge, New Castle, DE

\$121,200 to \$146,000 annualized (Grade F)

(Position and Salary commensurate with experience and skills)

Opening Date: September 5, 2023

Closing Date: October 5, 2023

I. POSITION SUMMARY

The Diversity, Equity, and Inclusion Officer (DEIO), under general direction of the Executive Director, is a senior level management position responsible for leading Delaware River and Bay Authority's (Authority) development and implementation of proactive diversity, equity and inclusion initiatives and programs which supports its mission, vision, values, and strategic objectives. The DEIO as a change agent will lead the development of a vision and effective strategy that champions the importance and value of a diverse and inclusive environment. The DEIO will also engage all levels of management and employees to build a welcoming and inclusive culture at the Authority. Working with staff at all levels, the DEIO trains, develops, and implements strategies and procedures to advance organizational change, foster a positive and inclusive work environment for everyone, and ensures that diversity, equity, and inclusion considerations are incorporated in the decision-making processes. This position is also responsible for the Authority-wide oversight of all preparation, submission, and reporting requirements of diversity initiatives and programs ensuring compliance with all local, state, and federal legislation and regulations.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs Authority policies that reinforce diversity, equity, and inclusion in the workplace
- Develops and participates in the leadership of the Authority's DE&I Council
- Serves as advisor and resource person for management and staff in the areas of diversity, equity, and inclusion
- Plans, guides, and advises the Executive Director and executive officers on diversity, equity, and inclusion matters
- Builds strong relationships with members of the leadership team to drive awareness, commitment and accountability for the employee experience and diversity, equity, and inclusion action plans across the Authority
- Provides regular updates on diversity, equity and inclusion activities and progress across the organization, including all staff, leadership, and board meetings driving design and delivery of inclusive messaging to key stakeholders
- Ensures DE&I strategy is part of how the Authority operates daily by partnering with program teams to embed our strategy in the work we do
- Consults with program teams to determine needs and provide guidance for the design of diversity-based solutions that align with program objectives
- Communicates and articulates the Authority's DE&I policies for the general public, governmental enforcing agencies, political and community group leaders
- Represents the Authority in DE&I efforts with external stakeholders and proactively builds and maintains community partnerships, and manages the seamless integration of equity initiatives among our partners, and staff
- Advises the CHRO and the Executive Director of current progress of the Authority as it relates to the objectives of ensuring compliance in equal opportunity initiatives, legislation, and regulations

- For all federal grants, serves as the Authority's designated, EEO, Title VI and DBE Liaison Officer and reports directly to the Executive Director on matters involving program compliance.
- Advises the C-Suite Officers and the Executive Director on current progress of the Authority as it relates to the objectives of ensuring the Authority's Supplier Diversity Program, including the Disadvantaged Business Enterprise (DBE) is in compliance with all federally funded projects
- Serves as a liaison between the Authority and federal, state, and local governments, regulatory agencies, minority, women, disabled and veterans, and other community groups.
- Assists in the analysis of outcomes and performance measures from an equity-lens and uses this information to guide improvements in outreach, service delivery, and meeting the Authority's mission
- Ensures development of Authority-wide training to promote cultural understanding and competency and a climate of equity and inclusion
- Coordinate the submission of statistical reports for appropriate federal and state agencies (such as the EEO4 report)
- Stays abreast on best practices and opportunities related to diversity, equity, and inclusion
- Performs other related duties as assigned
- Provides the highest level of customer service and professionalism to internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles and practices of business and/or public administration
- Strong knowledge and understanding of all local, state, and federal laws pertaining to diversity, equity, and inclusion with the ability to interpret and apply them in practical situations
- Demonstrated knowledge and experience in cultural competency skills development and implementing equity, diversity and inclusion programs, trainings, and educational tools
- Demonstrated experience advancing an organizational culture into one of inclusivity, equity, and diversity in a public or private sector environment
- Ability to embrace the principles of equal opportunity, diversity, continuous improvement, and change
- Demonstrated strong and effective leadership skills and experience with the ability to establish and maintain effective working relationships within and outside of the Authority (i.e., legislators, regulators, vendors, contractors, stakeholders, etc.)
- Effective interpersonal skills including negotiation, influence, and conflict resolution
- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships and the ability to interface at all levels of an organization
- Excellent computer skills to include word processing, spreadsheet and presentation software, and database applications
- Excellent public speaking, facilitation, organizational and analytical and problem-solving skills
- Highly self-motivated with the ability to work independently and on teams
- Ability to provide superior customer service to a wide range of internal/external Stakeholders

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university or appropriate equivalent years' experience in related field
- Master's degree in related field preferred
- Current active experience in diversity, equity, and inclusion

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation and a pre-employment physical including a drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer