**Job Title**: Director of Racial & Gender Equity

**Department**: Senior Leadership Team

**FLSA Status**: Exempt

**Reports to**: Chief Executive Officer

**Classification**: Full-Time

**Revision date**: 04/2021

**Schedule**: Monday – Friday

**Hours**: 9AM – 6PM*

**Pay**: $80,000 – $95,000 DOE

**Benefits Eligibility**: Yes

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*YWCA Glendale and Pasadena is an essential services provider and is temporarily providing services remotely with partial days in office as assigned by the supervisor.

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**About Us**

YWCA Glendale and Pasadena is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all. YWCA Glendale and Pasadena’s purpose is to ensure the health, safety and economic empowerment of women, children, and families and to strengthen communities to prevent and break the cycle of domestic violence. We provide resources and support to survivors of domestic violence and their children and through our education and prevention efforts we empower women, girls and families to build healthy relationships, achieve self-sufficiency, and live free from all forms of oppression. Our programs include a 24/7 Crisis Hotline, a 16-bed Domestic Violence Emergency Shelter, a Domestic Violence Community Services Center that provides case management, legal services, adult and child counseling, trauma informed childcare, and housing navigation support, a Violence Prevention Education and Outreach Program, a Girls Empowerment Program that offers after school programming, summer camp and STEAM education workshops and mentorship, and racial justice training and advocacy in collaboration with the Coalition for an Anti-Racist Glendale and other social justice organizations.

**Position Summary**

The Director of Racial & Gender Equity (“Director”) is a new position with the YWCA and is responsible for the overall development of YWCA Glendale and Pasadena’s Gender & Racial Equity programs and initiatives. Our overall vision is to create a comprehensive program to support people and organizations to interrupt institutionalized racism and sexism while developing knowledge and skills to center, deepen and broaden equity and belonging in their personal, professional, and organizational practices.

The Director reports to the Chief Executive Officer and is a “director” level position within the organization along with other department heads and program leaders. The Director is also an outward facing position representing YWCA within or leading coalitions and other initiatives in the community, the state, and the YWCA USA.
The Director must be a change agent who will be at the forefront to design and execute regional and national racial justice strategies and initiatives. Lead, develop, and foster a racial and gender equity roadmap with a focus on achieving measurable and sustainable results.

The Director will oversee the creation and delivery of programming that aligns with both the YWCA mission of eliminating racism, empowering women, and promoting peace, justice, and dignity for all, and with the public policy and advocacy agenda of YWCA. The Director oversees the coordination and administration of all aspects of racial & gender equity programming, community engagement and communication, and leadership development programming including planning, organizing, staffing, and leading program activities that foster a community where all can thrive, understanding that systemic racism and gender inequity has disproportionately hindered communities of color.

**Essential Tasks**
These are core functions of the job. **Additional duties may be assigned as needed.**

**Strategic Direction**
- In consultation with the CEO and Department staff, build out curriculum-based education and training opportunities that result in revenue generating opportunities for the YWCA, and that reflect the mission of YWCA and our policy and advocacy agenda. These curriculums should incorporate: a basic understanding of social justice issues that reflects the role of history and policy in racial disparities, structural racism, and implicit bias; how to understand policy- and program-specific issues related to YWCA’s policy and advocacy agenda and mission through an intersectional lens; how to translate knowledge and awareness into activism that includes a trauma-informed lens.
- Lead the vision, strategic development, design and delivery of a research-based DE&I training and consulting services to educate individuals and assist businesses in building equitable workplaces.
- Represent YWCA Glendale and Pasadena on racial justice and public policy related issues both locally and nationally.
- Create internal training for staff around race and the critical race theory of education and in consultation with Human Resources and the Leadership team, create an on-boarding process for new staff that reflects elements of these curriculums across Departments and Programs.
- Prepare monthly reports for the YWCA Board Meetings.
- Develop surveys and measurement tools to measure the success and implementation of the training and processes.
- Must be well versed on the history, policies, and practices of institutional and systemic racism in the United States.
- Provide website content on racial justice and gender equity.
- Assist in creating and maintaining an organizational wide racial justice "philosophy" that is consistent with our core values to eliminate racism.
- Partner with leadership and the community to design and implement change initiatives that foster a culture of racial justice that drives employee and community engagement.
- Work with the Chief Strategic Engagement Officer to ensure the successful implementation of YWCA’s 21-day racial equity and social justice challenge.
• Coordinates annual Stand Against Racism, and other events related to Racial Justice, Advocacy and Gender Equity.
• Serve as Staff Chair to YWCA Coalition for an Anti-racist Glendale.
• Work with the CEO to create annual action plan for racial and gender equity programming; be proactive in voicing a stand about relevant current events on national, state, and local levels.
• Represent the organization at conferences, events, etc.

Program Oversight
• Communicate with program participants and other stakeholders to gain community support for programs and to solicit input to improve programs.
• Ensure that program activities operate within the policies and procedures of the organization.
• Ensure that program activities comply with all relevant legislation and professional standards.
• Develop forms and records to document program activities.
• Oversee the collection and maintenance of data on program participants for statistical purposes according to the confidentiality/privacy policy of the organization.
• Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework.
• Report evaluation findings to the CEO and recommend changes to enhance the program, as appropriate.
• In consultation with the CEO, recruit, interview and select well-qualified trainers and speakers for key events.
• Working with the strategic engagement team, engage volunteers for appropriate program activities using established volunteer management practices.
• Work with the YWCA HR Director to ensure that all program staff receives an appropriate orientation to the organization and programs.

Financial Planning and Development
• Work with the CEO to develop an earned income strategy for training and consultation services.
• Work with the Chief Strategic Engagement Officer on program-related sponsorships, grants and contributions.
• Provide the Chief Finance & Administrative Officer with program-related annual budget requests.
• Keep the CEO apprised of ongoing program-related budget issues.
• Manage program budget and resources in a responsible manner once funding is obtained.

Desired Knowledge
• A minimum of 7-10 years of program and leadership experience within a nonprofit, social justice organization or consulting firm.
• A minimum of five years-experience in racial equity or social justice work.
• Ability to articulate the direction of racial justice and the intersection of racial justice and public policy in relation to YWCA's mission, strategy and goals.
• Previous work in leading organizational culture change.
• Experience developing trainings and curriculums.
• An advanced understanding of social justice issues that reflects the role of history and policy in racial disparities, structural racism, and implicit bias.
• Experience in policy advocacy through an intersectional lens.
• Ability to organize, manage and drive projects to completion.
• Supporting a climate of high achievement and accountability.
• Demonstrated excellent written and verbal communication skills.
• Strong interpersonal and conflict management skills.
• Prior experience creating and successfully developing Diversity and Inclusion programs.
• Experience in successful project management is preferred.
• Excellent collaboration skills and the ability to work effectively across teams.
• Ability to manage and influence change throughout the organization.
• Proficient computer literacy with capability in email, Microsoft Office programs (Word, PowerPoint, Outlook) and related business and communication tools.
• Core competencies expected: initiative, collaboration, orientation to service, self-management and capacity for self-evaluation, fostering diversity, equity and inclusion, problem solving and conflict resolution.

Minimum Qualifications
• Bachelor's Degree in Public Policy, Organizational Development, or related field. Master's Degree preferred.
• Any combination of skills and experience that demonstrates the ability to perform this job effectively.

Job Requirements
• Complete a LiveScan background check.
• Valid driver’s license with a good driving record, access to a vehicle, and willingness to travel off site.
• Must maintain and provide the YWCA with proof of insurance for your vehicle.

Physical Requirements
• Candidate must be able to lift up to 30 pounds.
• Ability to move within the office environment and ability to climb stairs.
• Ability to write by hand and use a keyboard to perform general office functions.
• Ability to communicate continuously by speech and hearing.
• Visual acuity (close, distant, peripheral vision, and the ability to adjust focus and view accurate color perception) needed for detail work and computer use.
• Ability to sit for extended periods of time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

YWCA Glendale and Pasadena is an Equal Opportunity Employer and is committed to diversity, equity and inclusion. We are committed to attracting and retaining a diverse staff. YWCA Glendale and Pasadena will honor your experiences, perspectives, and unique identity. Together, our organization strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. YWCA Glendale and Pasadena prohibits
discrimination on the basis of age, gender, race, ethnicity, national origin, cultures, religion, immigration status, veteran status, political beliefs, sexual identity, ability/disability, and health/mental health status in all its programs and activities, not only in respect to employment practices but also in the delivery of services.