



JOB OPENING AT SOLID GROUND

JOB TITLE: Anti-Racism Initiative Manager

DEPARTMENT: Administration

SUPERVISOR: Vice President, Strategy & Programs

STATUS: Exempt

FTE: 1.00

SALARY RANGE: 32

We believe our community can move beyond poverty and oppression to a place where all people have access to quality housing, nutritious food, equal justice and opportunities to thrive. We are committed to working with compassion, integrity, accountability, creativity and an anti-oppression approach to end homelessness, hunger, inequality and other barriers to social justice. We value collaboration and leadership from the communities we serve. As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened and as such we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency and encourage staff to fully engage in those activities.

JOB SUMMARY: Solid Ground's Anti-Racism Initiative (ARI) works to undo racism and other oppressions by identifying and addressing personal, institutional and systemic practices and policies that are barriers to the full participation of people of color in our society. The ARI Manager is responsible for guiding development and implementing plans, activities and events designed to undo institutional racism and other oppressions in the broader community as well as at Solid Ground. The ARI Manager will facilitate organizational learning and develop systems, activities, and events to foster a learning environment. The ARI Manager leads, coordinates and participates in various committees and teams.

ESSENTIAL RESPONSIBILITIES, DUTIES AND TASKS:

20% Lead Solid Ground's Anti-Racism Initiative in conjunction with stakeholders, including: Senior Leadership Team; agency-wide anti-racism groups; the Community Advisory Council; the Board of Directors; staff; labor; and other internal and external groups. Develop and implement strategies to sustain the ARI and to support stakeholder impact. Promote, and publicize the ARI internally and externally to the

agency. Provide ongoing support to the stakeholders in development and implementation of ARI activities.

- 20% Provide oversight and support to facilitate day-to-day ARI activities at all Solid Ground work locations. Develop work plans, performance measurement and evaluation tools, and regular reporting systems to assess quantitative and qualitative progress outcome, and impact. Facilitate analysis of policies and procedures to improve agency and program efficiency and effectiveness, and develop new strategies for integrating anti-racist policies, procedures and goals into programs and planning.
- 20% Strengthen Solid Ground's connection and accountability to its residents, clients, and the communities it serves. Recruit and staff the agency's Community Advisory Council and develop a strong feedback loop to the agency. Promote diversity, inclusion, and cultural competency within the group.
- 15% Facilitate individual and organizational learning regarding equity and social justice issues including racial justice and other oppressions by guiding development of informal and formal systems and identify, recommend, and support training and development opportunities across the agency. Conduct trainings and develop resources that support training and development. Develop and monitor an ARI training program and budget. Serve as a resource to stakeholders.
- 15% Develop and maintain ongoing working relationships with other anti-racism groups in the community to facilitate Solid Ground's support for these efforts. Plan and implement community forums designed to educate the public about institutional racism. Serve as Solid Ground's representative to various anti-racism groups; including giving presentations at conferences, workshops and meetings. Work with Resource Development staff in the development of grant proposals and/or fundraising activities to support Solid Ground anti-racist work; assist the communication department with stakeholder messaging
- 10% Participate as part of a team to support intentional efforts to recruit and retain a diverse workforce for both staff and volunteer positions. Assist the agency with developing effective methods for resolving race-based issues in a way that reflects agency understanding of personal, institutional and structural racism and barriers they create.

The duties listed above are intended only as generally defining of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION AND EXPERIENCE:

Requires one of the following:

- (a) Five-seven years of comparable management or leadership experience in the field of human services including experience in anti-racism or anti-oppression work; **OR**
- (b) Bachelor's degree in a related field plus a minimum of four years of comparable management or leadership experience in the field of human services and leadership experience in anti-racism or anti-oppression work; **OR**
- (c) Master's degree in a related field plus a minimum of two years of comparable management or leadership experience in the field of human services and leadership experience in anti-racism or anti-oppression work; **OR**
- (d) Any equivalent combination of education, comparable management or leadership experience and measurable performance; which demonstrates the capability to perform the duties of this position.

DESIRED EDUCATION AND EXPERIENCE:

- Experience organizing community events and/or training activities
- Experience staffing a board or other working group
- Community organizing experience

ESSENTIAL SKILLS AND COMPETENCIES:

- Strong knowledge of anti-racism principles
- A strong working knowledge and understanding of racism and other oppressions and their impact on oneself, low income people, and the communities we serve
- Demonstrated commitment and experience in applying anti-racism principles personally and professionally
- Demonstrated ability to motivate and inspire people
- Strong organizational skills and the ability to multi-task
- Excellent problem solving, facilitation and conflict resolution skills and the ability to remain calm in challenging circumstances
- Excellent communication and presentation skills, both oral and written
- Ability to research issues and formulate options, and set goals and work towards them
- Experience working with teams and coordinating the work of a diverse group of people in an inclusive manner
- Proven ability to work with people from a variety of racial, cultural and economic backgrounds

- Ability and willingness to work outside of normal business hours to attend meetings perform outreach, etc.
- Creative and flexible in order to respond quickly and positively to shifting demands and opportunities.
- Proficient knowledge of computer software (Microsoft Office Suite including Outlook, Excel and Word)

Anti-Racism Initiative (ARI) Expectations:

- Foster discussion and learning among staff to better understand and dismantle institutional racism.
- Abide by and support agency-wide efforts to incorporate anti-racism principles and cultural competency and standards into all hiring processes and performance evaluations.

PHYSICAL DEMANDS/WORKING CONDITIONS: This position works performing general office duties. Employees spend 50% of their time working on the computer and 50% of their time answering phone, copying, filing, reports, meetings, and mail. Occasional outside meetings and training. Position requires employee to lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds seldom, 1-5 pounds frequently. Position has the ability to sit/stand as needed. Must have reliable transportation for various meetings and worksites.

HOURS AND COMPENSATION: This is a full-time position paying \$4780.50 per month plus benefits. Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

TO APPLY: Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to www.solid-ground.org/AboutUs/Jobs, then click on the Job Title for this position and download the attached application. You may submit your completed application at jobs@solid-ground.org. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood. Applicants may submit completed applications by mail to: Solid Ground, Attn: Human Resources Department, 1501 N 45th St, Seattle, WA 98103-6708

Please attach a cover letter and resume.

CLOSING DATE: Open until filled. First review of resumes due: 5pm Tuesday March 31st 2015

WOMEN, PEOPLE OF COLOR AND PERSONS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY. SOLID GROUND IS AN EQUAL OPPORTUNITY EMPLOYER.