



Title: Associate Director, Equity, People, Inclusion, & Culture (EPIC) (2024)

Location: This position offers a flexible, hybrid work environment, allowing you to enjoy the convenience of working remotely most of the time. Occasional in-office attendance will be required for key meetings, team collaborations, or other important in-person activities the frequency will be determined on varying organization needs.

Organization Overview:

Exponent Philanthropy is the largest philanthropic network in the country and the only membership association that specifically focuses on foundations, families, companies, and individuals who practice philanthropy with lean operations. With nearly 1,600 members representing every corner of the U.S., we are a nationwide network of community-connected philanthropy leaders. Exponent Philanthropy's work focuses on our [mission](#) and [vision](#) by connecting members with answers, experts, and peers to create a community of fulfilled and, ultimately, more effective givers. Our vibrant membership network represents all 50 states that embrace a style of philanthropy motivated by personal passion, community need, and a strong desire for better outcomes.

We seek bright, highly collaborative, ethical, intellectually curious colleagues who are enthusiastic about connecting and serving our members. Our staff members are passionate about [our mission and core values](#) and believe strongly in the power of philanthropy to transform communities. They have an entrepreneurial spirit, strong problem-solving skills, and work together to achieve individual and shared goals. Our members come from all walks of life and so do we. We are proud to hire great people from a wide variety of backgrounds because we believe it makes our organization stronger. If you share our values and our enthusiasm, you will find a home at Exponent Philanthropy.

Position Overview:

The Associate Director of EPIC reports to the Managing Director of Operations & People. The Associate Director of EPIC partners with Exponent Philanthropy's CEO, Senior Leadership Team, staff, and Board to strategize and operationalize the organization's commitment to equity, people, inclusion, and culture as outlined in the 2025-2027 Strategic Plan, including:

- championing and accelerating racial equity and disability inclusion among lean funders
- cultivating a thriving, inclusive organizational culture, and
- operationalizing our equity commitment that builds a sustainable organizational future.

The Associate Director of EPIC is focused substantially on:

- continuing to evolve Exponent Philanthropy's organizational culture and practices to center our commitment to equity and inclusion
- providing resources and guidance to Exponent Philanthropy's Board, staff, and members to support and encourage their individual and organizational commitments to racial equity and disability inclusion
- collaborating with HR to create equity and culture plans and goals for the organization that advances strategic plan goals by centering racial equity.
- partnering with the advancement team to identify and secure funding to support the organization's internal and external work focused on equity and inclusion
- representing Exponent Philanthropy, including its mission, vision, and values to external parties, including equity partners, talent/recruiting partners, potential candidates, members, peer organizations, funders, and other stakeholders

People Management and Leadership

Reporting to the Managing Director of Operations & People, the Associate Director of EPIC is an influential organizational leader, working in close collaboration with the CEO, other department leaders, staff, the Board of Directors, members, and consultants to shape Exponent Philanthropy's strategies and direction. The Associate Director of EPIC may at times manage other staff and/or consultants, and provides regular guidance and counsel to colleagues on the Exponent Philanthropy team as they strive to incorporate equity, people, inclusion, and culture to their work.

Essential Responsibilities

Internal Equity, People, Inclusion, & Culture (40%):

The Associate Director focuses the first part of their role on strengthening the organization's internal practices, and culture building centered on racial equity including:

- Develop and guide successful implementation of strategies to advance equity, people, inclusion, and culture within Exponent Philanthropy's staff experience, systems, and practices, and throughout the work of the organization, across all departments to center equity into policies, processes, and practices
- Advise CEO, Senior Leadership Team, and HR on strategies and practices that ensure infrastructure, policies, and processes advance a culture based on trust, racial equity, and the organization's values
- Facilitate culture building and providing equity learning support for Exponent Philanthropy staff and board. Guide the organization's continued learning. (engaging external consultants and/or referring for individual coaching as appropriate)
- Serve as: (1) resource and advisor to managers, both about equity and inclusion broadly and practices to manage a diverse staff, (2) primary liaison and facilitator of staff-led EPIC committee, and any employment resource group (such as the BIPOC internal resource group); and (3) participates in the Disability Inclusion in Philanthropy resource group by encouraging overall support; and learning about equity
- Serve as an advisor in staff recruiting, hiring, and management practices
- Partner with CEO in creating and advising on the board of directors' equity learning and development journey
- Uncovering and sharing equity and inclusion promising practices by benchmarking with other peer organizations and industry associations to monitor and assess progress on equity and inclusion strategic initiatives
- Request, gather, and compile reports for senior leadership, Board of Directors, and staff to assess progress in equity and inclusion goals
- Research new practices in the field for team discussion and contribute thoughtful ideas for innovation

Membership Community Equity Learning & Skill Development (40%):

The Associate Director focuses the second part of their role on the planning and delivery of equity learning and skill development for our membership community including:

- Provide strategic input and counsel to Exponent Philanthropy staff as they strive to strengthen equity and inclusion (racial equity, disability inclusion in philanthropy and other aspects of equity) throughout the organization's programs and resources, including recognizing opportunities and developing new ideas for member-focused work.
- Lead virtual or in-person BIPOC and equity based member networks, sessions, and gatherings (this would include the existing BIPOC Connection, Community & Belonging sessions hosted at the Annual Conference)
- Serve as a thought-partner by collaborating with the Education Programs Team to create group equity programs, self-guided equity learning journeys, and/or specialized programs focused on understanding concepts, frames, and tools that are essential to advancing equity related practices in philanthropy, nonprofits, and/or in communities (Noting that issue experts and consultants may be engaged to assist in this work.)
- Identify and manage a team of issue experts and consultants to provide coaching, training, and resources on racial equity and equity practices in general to develop tailored learning opportunities for the Exponent Philanthropy membership community, our staff, and other partners for their engagement, participation, and application of learnings in their work
- As time permits, develop revenue generation opportunities in creating and delivering specialized racial equity trainings or consulting services that enable lean philanthropy to center equity in their organizational practices and policies
- Serve as a collaborative partner across departmental work that fosters equity based changes and practices throughout our membership community
- Attain a high level of knowledge of the field of philanthropy to ensure fluency in member interactions.
- Provide timely, high-quality response to member inquiries and requests related to diversity, equity and inclusion, and other topics.

Collaborations & Strategic Partnerships (10%):

- In coordination with internal stakeholders, build and manage relationships with philanthropy-serving organizations, affinity groups, funders, consultants, and equity experts to source potential funding and partnership opportunities
- Leverage relationships with sector partners to that build awareness of our Equity, Inclusion, and Belonging efforts and journey through local and national platforms

- Establish and maintain working relationships with diversity professionals and organizations at conferences and through associations.

Organizational Leadership (10%):

- Work in partnership with the Managing Director of Operations & People, CEO, and other department leaders spearheading the development of Exponent Philanthropy's equity and inclusion strategy by centering equity in our policies, practices, and processes recognizing the partnership and responsibility of senior staff leadership in this work
- Work with the CEO, Managing Director of People and Culture, and other staff as well as external parties (such as hotel staff, speakers, and vendors) to develop and manage high-quality staff-wide events, including staff all-team meetings, staff development experiences, and other special events
- Partner with Exponent Philanthropy's Advancement Team to identify and secure funding to support the organization's internal and external work focused on equity and inclusion
- Participate in special projects for the organization, including working directly with the CEO on specific initiatives
- In partnership with the Advancement team, coordinate executing grant deliverables and other funding opportunities related to advancing equity
- Develop and manage the budget plans for equity learning and skill development to ensure alignment with the organization's equity strategy and set revenue targets that ensure fulfilling the strategic plan goal to Accelerate Racial Equity & Disability Inclusion among lean funders
- Share learnings with confidentiality and collaborates with the Managing Director of Operations & People, HR, and CEO on brainstorming, problem solving and improving the culture
- Participate in equity learning and peer coaching to build skills and expertise to share with the CEO, department leaders, the organizational staff, and membership

About the Ideal Individual:

- Knowledge of diversity, equity, inclusion and anti-racism concepts, strategies and methods for change.
- Experience with organizational development and supporting teams through change.
- Ability to engage a wide range of people to advance individual and organizational goals.
- Ability to support individuals and teams who are engaged in difficult, long-term, often emotionally challenging work.
- Confidence engaging at the leadership level to advise, inspire and implement organizational change.
- Confidence building culture and practices in areas that may be experienced as complex, intense, incremental, elusive and long-term.
- Understanding of adult learning styles and diverse delivery modes for professional education and programming.
- Comfort and skill with public speaking and group facilitation.
- Experience using communications strategies to tell stories, inform and inspire change, and lead by example.
- Ability to analyze and use data to recognize growth and understand progress.
- Ability to manage resources based on organizational goals and annual budgets.
- Experience with, or understanding of, a diverse nationwide in scope philanthropic community.
- Appreciation for service excellence and delivering an excellent member experience.
- Commitment to continued personal growth in diversity, equity, inclusion and anti-racism.

Compensation:

This position reports to the Managing Director of Operations & People and is a full-time, exempt position that will be compensated in the \$80,000 – \$90,000 salary range. Exponent Philanthropy employees receive access to a variety of benefits, from comprehensive healthcare to a robust 401k program, generous vacation policy, and more, designed to support the health and well-being of our staff

How to apply:

Please send your cover letter and resume to: hr@exponentphilanthropy.org and in the subject line please write: Associate Director, Equity, People, Inclusion, & Culture Application.

This position will be open until filled, with application review beginning immediately. ***Those applying by December 1, 2024 will be prioritized.***

Exponent Philanthropy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.