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<https://ilaglobalnetwork.org/jobs-board/>

Director of Organizational Inclusion

Job Category: Operations

Requisition Number: DIREC003049

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To apply: <https://recruiting.ultipro.com/INT1065INRE/JobBoard/86f30819-0126-446a-84bb-cf37a5e878c1/OpportunityDetail?opportunityId=688ca3c0-2825-40ea-a717-16db63b4391e>

Who We Are

IREX is a global development and education organization. We strive for a more just, prosperous, and inclusive world—where individuals reach their full potential, governments serve their people, and communities thrive. With a projected annual portfolio of more than \$150 million and more than 750 staff worldwide, we work with partners in more than 100 countries in four areas essential to progress: cultivating leaders, empowering youth, strengthening institutions, and increasing access to quality education and information.

The Director of Organizational Inclusion will provide strategic, values-based, and data-driven leadership to cultivate an inclusive environment wherein every individual, regardless of their role or background, is treated with fairness, dignity, respect, and empathy. Building on previous work, the Director will collaborate with leaders and staff across IREX to develop, lead, and implement strategies for integrating these inclusive principles, and organizational values into every aspect of its programs, culture, strategic plans, and operations, including how IREX interacts with participants, partners, donors, and other external stakeholders.

We are doers. Our decades of on-the-ground experience help us create greater impact, practical recommendations, and lasting partnerships.

Are you the next member of our team?

Your Background & Skills

- Bachelor's Degree required; master's degree preferred. A degree in organizational development, international development or business administration with a focus on leadership, cultural studies, organizational development, sociology, public administration, law, or a certificate in diversity, equity and inclusion is preferred.
- 12+ years of progressive and demonstrated experience working and advancing Inclusion within international organizations.
- A demonstrated understanding of diversity, equity, inclusion and belonging matters within an international organization and experience designing and implementing organization-wide transformational activities that result in measurable improvements in Organizational Inclusion.
- Experience establishing and using data systems for evidence-based decision making.
- Experience managing training programs and knowledge management systems.
- Experience working with mission-driven international organizations on matters related to cultural differences, migration, social-economic inclusion, gender equity, religious tolerance, racism, agism, gender identity and expression, ethnicity, sexual orientation, access, and dignity for people with disabilities.
- Experience developing or providing guidance on best practices for promoting strong inclusive programming within an international development context preferred.
- Fluency in written and spoken English; one or more additional languages preferred.
- The ability to effectively communicate Organizational Inclusion principles and strategies to diverse audiences.
- The capacity to craft and deliver impactful board-level presentations using data and visual aids that tell a compelling narrative, with the appropriate depth and breadth of content for an executive audience.
- Computer proficiency in MS Word, Excel, PowerPoint, and Outlook.
- The ability to lead change and influence stakeholders to support Organizational Inclusion efforts.
- The ability to lead with vulnerability, curiosity, and an openness to learning from others — with an ethos of continuous improvement.
- The skills required to negotiate, influence, compromise and to provide and receive feedback.
- The ability to build collaborative relationships and teams across functions.
- The ability to exercise discretion; apply policies with fairness and consistency; use sound judgement; and retain a positive outlook under pressure.
- A demonstrated commitment to IREX's Organizational Inclusion principles and values.
- The ability to advance our non-partisan mission.
- The ability to successfully work and communicate with a diverse global staff.
- A demonstrated ability for empathy and emotional intelligence, and for understanding and addressing others' experiences.

- A willingness and ability to travel, to attend evening and weekend meetings when needed, and to be available for work-related consultation within and outside of regular office hours.
- Must demonstrate valid proof of unrestricted authorization to work in the United States.

Your Daily Tasks

- **Strategy** — Developing and implementing medium and long-term Organizational Inclusion strategies that build on previous work. The strategy will align with IREX's values, culture, policies, and strategic plans; [LI](#) and be consistent with the principles and practices embedded within IREX's approaches to Global Equity and Social Inclusion (GESI), and Safeguarding.
- **Setting measurable objectives** to assess performance and the impact of Inclusive initiatives across the organization. Establishing data collection and analysis systems and regularly reporting on progress to senior management and stakeholders.
- **Leading** — Managing people, budgets, knowledge, data, and relationships. Including: recruiting, mentoring and leading high-performance individuals; planning, executing and reconciling budgets to support organizational inclusion activities; collecting, disseminating and curating relevant national and international knowledge; staff training; measuring and communicating IREX's performance building a culture of diversity, equity, inclusion and belonging; and building collaborative and trusted relationships across IREX.
- **Expertise** — Serving as a subject matter expert on Organizational Inclusion and providing guidance to executive, senior and program management teams.
- **Communication** — Establishing robust two-way channels of communication for the purpose of: (a) soliciting the perspectives of IREX's global workforce and partners on policy and practice recommendations regarding Organizational Inclusion; (b) enabling staff to provide feedback and raise issues about inclusion; and (c) informing staff and partners about Organizational Inclusion priorities, initiatives, and performance.
- **Collaboration** — Building and maintaining positive, trust-based, and collaborative relationships with all external and internal stakeholders to ensure IREX's Organizational Inclusion objectives are well integrated into policies, practices, and initiatives; and comply with all relevant laws and regulations.
- **Global inclusion and representation** — Establishing and managing a structure for regional representation in, and the systems required to regularly measure the effectiveness of the global Organizational Inclusion program.
- Ensuring that Organizational Inclusion initiatives are culturally relevant, contextually appropriate and aligned with the unique needs of each region and reflect current leading edge organizational practices.

- Managing and coordinating Organizational Inclusion programs and initiatives such as employee resource groups.
- Participating and representing IREX in national and international diversity and equity networks and partnerships to stay current on leading edge organizational inclusion practices.
- **Knowledge Management** — Regularly reviewing, updating, and expanding IREX's Organizational Inclusion knowledge management content and training programs and materials. Making current, effective training programs available to staff and partners at all levels.
- Continuously evaluating and improving Organizational Inclusion strategies and initiatives based on feedback, data, and best practices.
- Crafts and delivers impactful presentations to a variety of internal and external audiences using data and visual aids that tell a compelling narrative, with the appropriate depth and breadth of content.
- Leads change and influences stakeholders to support Organizational Inclusion efforts and initiatives.
- Models an ethos of continuous improvement, leading with vulnerability and curiosity, and an openness to learning from others.
- Negotiates, influences, compromises, provides – and receives, feedback from stakeholders across the organization.
- Builds collaborative relationships and teams with membership across the organization. Applies policies with fairness and consistency; uses sound judgement and retains a positive outlook under pressure.
- Other duties as assigned.

You will Get:

Committed, passionate, collaborative, and mission-driven colleagues who make IREX a good place to work. You will receive best-in-class learning, development, and growth opportunities, as well as a comprehensive benefits package designed to help you thrive. This includes a well-being and employee assistance program, health, dental, and vision coverage, a flexible work schedule, a generous PTO policy, a technology stipend, a diverse and inclusive work environment, and many more benefits.

This fulfilling position offers an anticipated salary range of approximately \$115,200 - \$130,000.

We conduct background checks on all successful candidates.

This position is eligible for Telework. The eligible employee is a regular, full-time DC-based staff who works from a worksite outside the DC office for one or more days a week

This position is not eligible for Immigration Sponsorship.

NO PHONE CALLS PLEASE

EOE – Equal Opportunity Employer

We are an Equal Opportunity Employer, including disability/vets.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)