

# **Hudson River Housing, Inc.**

## **Position Description**

**Position:** Manager of Equity & Inclusion

### **Overview:**

Hudson River Housing (HRH) is a nonprofit dedicated to building strong, sustainable communities by developing and preserving quality affordable housing, as well as by helping families and individuals obtain and maintain housing through education, advocacy and support services.

In 2019 we launched an employee-led Race Equity Diversity and Inclusion (REDI) initiative. Through the REDI Initiative, we seek to establish a shared agency-wide understanding of racial equity and systems of oppression and further Hudson River Housing's commitment to a just, equitable workplace and community.

In order to ensure the sustainability of this work, HRH is excited to announce the role of a full time Manager of Equity and Inclusion. The Manager of Equity and Inclusion will be responsible for working collaboratively with staff, clients and tenants, the HRH Board of Directors, and community stakeholders to further the development and implementation of HRH's REDI Initiative work plan, and will work across the organization to integrate an evolving agenda of diversity, equity, and inclusion into all areas of the organization's work.

### **Principal Duties:**

#### **1. PLANNING & MANAGING OPERATIONS OF REDI INITIATIVE**

- a. Manage implementation of the agency's REDI action plan, including identifying and delegating key tasks, following up on progress, producing data and reports, and adjusting the action plan as needed
- b. Coordinate open REDI meetings for all interested staff, including managing schedule, planning content, and facilitating discussion
- c. Coordinate the activities of the REDI Leadership Team comprising multi-level staff and board members, including managing schedule, facilitating discussion, and ensuring ongoing engagement of team members
- d. Represent HRH and the work of the REDI Initiative at community events, presentations, workshops, etc.
- e. Coordinate HRH involvement and representation with national REDI activities organized by NeighborWorks America and other similar efforts.

#### **2. DATA COLLECTION, ANALYSIS & REPORTING**

- a. Conduct annual audit of agency's purchasing, staff and board demographic data, and contracting/vendor data ("Community Wealth Building Analysis") to identify areas for growth towards more equitable procedures and policies.
- b. Conduct annual tenant survey to collect direct feedback from the HRH resident population to inform programs and services.
- c. Conduct annual staff survey to collect direct feedback from HRH staff to inform agency planning, policies, and procedures.
- d. Collect and analyze local, regional and national data as needed/requested, and support departments to integrate quantitative and qualitative data sets into agency decision making.

## **Hudson River Housing, Inc.**

### **Position Description**

#### **3. STAFF TRAINING AND DEVELOPMENT**

- a. Work with Human Resources Manager and senior staff to create and implement ongoing training for all staff and HRH Board Members on equity, implicit bias, transparency and accountability, and the intersection of housing and past and present societal oppression.
- b. Develop and lead quarterly agency orientations for all new staff.
- c. Support the development and implementation of bi-annual All-Staff Meetings to provide ongoing education for all staff.
- d. Manage Employee Recognition Committee and associated events
- e. Work with the Human Resources Manager to manage the staff evaluation process, including review of evaluation processes and forms, ensuring timely collection of staff evaluations, conducting exit interviews with departing staff, and producing reports as needed.

Other duties as assigned.

#### **Qualifications:**

- Comfort leading diversity, equity and inclusion initiatives amongst a diverse and large staff. Candidates must be able to clearly communicate the need for, and benefits of, equity, inclusion and diversity to enhance Hudson River Housing's mission to strengthen communities by developing and preserving affordable housing and creating opportunities for people and places to thrive.
- Skills and ability to directly provide one on one and group trainings, coaching, facilitation, and team building
- Strong oral and written communication skills, including exceptional interpersonal skills and a comfort working with staff at every level, HRH tenants and clients, members of the broader community, and members of the Board of Directors and external agencies.
- Experience with and understanding of mid-to large nonprofit settings in the Hudson Valley
- Experience building relationships, networking and collaborating effectively with ethnically, culturally, socio-economically diverse populations and community organizations
- Deep passion for and commitment to diversity, equity and inclusion.
- Strong project management skills; self starter with the ability to drive simultaneous, complex projects with minimal supervision to measurable success while aligning with organizational strategy.
- Comfort working with complex spreadsheets and data
- Comfort with computer technology, particularly tools such as Google workspace and Microsoft Office

#### **To Apply:**

To apply, please send a cover letter and resume via email to Janice Del Castello at [jdelcastello@hudsonriverhousing.org](mailto:jdelcastello@hudsonriverhousing.org). Hudson River Housing is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. BIPOC and LGBTQ+ individuals encouraged to apply.

**Hudson River Housing, Inc.**  
**Position Description**

We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, community partners, volunteers, subcontractors, and vendors. We believe that it is essential to have a staff that reflects diverse experiences of our community and client base.