



Director, Diversity, Equity and Inclusion

U.S. Figure Skating, the national governing body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Director, Diversity, Equity and Inclusion (DEI). U.S. Figure Skating is a member of the United States Olympic & Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

About the position:

U.S. Figure Skating is seeking a motivated, enthusiastic and energetic individual with a proven track record in driving forward diversity, equity and inclusion initiatives. The Director of DEI is responsible for working alongside U.S. Figure Skating staff, Board of Directors and Committee leadership to identify, promote and implement programs to promote diversity, equity and inclusion within the organization and throughout the skating community. A significant part of the role is promoting and developing training programs to enhance leadership, staff and membership's understanding of diversity, equity and inclusion. This new position will be based in Colorado Springs, Colorado.

Mission for DEI Director:

- Become a visible DEI champion on behalf of U.S. Figure Skating and the skating community
- Support the Board of Directors and Committee leadership in the development of DEI initiatives and the organization's strategic initiatives
- Cultivate a culture of continuous learning through the development of appropriate leadership, member training and self-education programs for all constituencies and age groups

Specific responsibilities include:

- Serve as the DEI subject matter expert, consulting with U.S. Figure Skating staff and the Board of Directors to understand and identify areas of opportunity to deliver DEI initiatives and strategies
- Provide guidance to the organization's DEI Task Force and Committee Leadership to integrate DEI into current programs and rules while serving as a liaison to the Ethics and Grievance Committees
- Provide education and consultation to U.S. Figure Skating leadership, staff and club leadership to enhance the capability of all to be inclusive leaders and allies
- Collaborate with the DEI Task Force and U.S. Figure Skating leadership in the selection and oversight of a third-party vendor related to membership surveys, data collection and analysis

and regular development of essential education programming; providing clear accountability metrics for leadership and staff

- Provide insight and help determine and manage the organization's annual DEI budget
- Plan, coordinate and promote DEI-related events
- Train staff and leadership on how to select, manage, evaluate and retain diverse employees, leaders and volunteers
- Work with appropriate committees and organization departments and staff to develop and administer mentorship programs
- Partner with the Marketing and Communications department to create messaging and content to communicate DEI commitments both internally and externally
- Suggest and maintain human resource HR strategies that support the organization's mission and ensure compliance with all federal and state employment law
- Assist with regular review of the organization's HR policies, including management of the employee handbook, administering employee engagement and training programs and fostering an atmosphere of continuous communication
- Provide guidance and offer knowledge or assistance on employment-related issues

Required Skills:

- Experience in addressing internal/member conflicts related to diversity, inclusion and equity matters utilizing effective communication and resolution processes
- A genuine passion for diversity, equity and inclusion with deep knowledge of racial, ethnic, ethnicity, LGBTQ+ and religious identity
- Ability to discuss sensitive matters respectfully with minority and non-minority individuals and constituencies within and among all dimensions of diversity
- Possess a strong knowledge of diversity metrics and analytics; scorecard development
- Ability to work effectively with and develop educational programs for a wide range of age groups – including young children, adolescents and adults
- Strong operational, interpersonal and organizational skills
- Excellent communication skills, including one-to-one and presentation abilities
- Social media awareness and the ability to work with the Communications team to create measurable results
- Demonstrated success as a collaborator and relationship builder

Education and Experience:

- Master's degree in a relevant field, from an accredited institution
- Minimum 5 years' experience in policy development, educational programming and/or project management in the field of Diversity, Equity and Inclusion; non-profit experience is a plus
- Life experience that demonstrates cultural awareness and an ability to build trust and credibility
- Well-developed network of DEI professionals and educators
- Knowledge of federal and state employment laws, guidelines and regulations with specific expertise related to DEI

Classification: Exempt Employee

Reporting Requirement: Reports directly to the Executive Director

Salary: Commensurate with experience
Range: \$50,000-\$75,000

Application: Send cover letter, resume and three references (two professional and one personal) to Alyssa Heiner, Executive Assistant at aheiner@usfigureskating.org

Applications will be accepted until position is filled. Incomplete application submissions will not be considered. Resumes should be submitted as Adobe PDF or MS Word attachments.