



Diversity, Equity & Inclusion Manager
Minnesota Association for Volunteer Administration (MAVA)

Position: Diversity, Equity & Inclusion Manager
Reports to: MAVA Executive Director
Status: Exempt – Part Time (25 hours/week); remote position; grant funded. People of Color encouraged to apply.
Salary: \$34,000; eligible for limited benefits not including health insurance.

Organization Summary: MAVA connects, educates, strengthens and advocates for volunteer engagement leaders and their organizations to positively impact communities.

Job Purpose: This position is responsible for managing grant funded diversity, equity & inclusion research, training and educational efforts. This is a MAVA staff position and duties include some general MAVA duties.

Key Responsibilities:

1. Conduct new research on inclusive volunteerism and racial equity in volunteerism in line with grant funding and trends in the field.
 - a. Convene DEI program task force 4 times each year to discuss new topics; recruit new members to task force.
 - b. Hold meetings with volunteer engagement leaders, community leaders, culturally-led organizations on diversity, equity and inclusion topics.
 - c. Conduct literature research on diversity, equity and inclusion topics.
 - d. Develop new DEI in volunteerism assessment tools and training.
 - e. Write and publish articles on relevant DEI topics.
2. Deliver trainings on inclusive volunteerism and racial equity in volunteerism to advance the knowledge of MAVA members and the field as a whole.
3. Deliver annual dismantling inequities conference.
4. Build relationships with culturally-led organizations and community leaders to share knowledge and strengthen partnerships.
 - a. Provide free memberships for organizations.
 - b. Meet individually with volunteer engagement leaders from culturally-led organizations and organizations that primarily serve communities of color.
5. Convene a cohort of 3-5 East Metro and 3-5 Minneapolis nonprofit or government organizations ready to co-create new volunteer engagement systems in collaboration with people of color in their communities. Offer consulting and training for each of these organizations and document their experiences to share with the field as a whole. Host a training event featuring members of both cohorts and distribute findings.
6. Host 3 Do Better Together events in the East Metro - either virtually or in-person, as needed. These events are free and bring together volunteer engagement leaders to learn from one another and discuss action steps toward racial equity in volunteerism.
7. Create a research report or toolkit to share with the field about racially equitable volunteer engagement strategies.

8. Volunteer engagement training and consulting
 - a. Deliver DEI topics to outside organizations on a consulting basis
 - b. Deliver general volunteer engagement trainings to outside organizations on a consulting basis
9. Write grants to fund future work of the position.
10. Other duties as assigned by Executive Director, including periodic collection of MAVA Monthly articles, assisting with event logistics, writing blog articles, conducting member outreach and other duties.

Required Skills and Competencies:

- Broad understanding of the field of volunteer management.
- Proven experience supervising volunteer/interns.
- Proven experience launching and coordinating complex projects.
- Proven experience and ability to establish and maintain cooperative relationships with a wide variety of outside agencies, organizations, funders and others.
- Experience with financial management.
- Experience with grant writing
- Experience doing presentations and public speaking.
- Excellent oral and written communications skills.
- Skilled in utilizing technology based communication platforms (videoconferencing, webinars, etc.)
- Ability to delegate and work efficiently.
- Highly skilled trainer and an understanding of effective training and adult learning.
- Experience with marketing and publicity.
- Experience with research and program evaluation.

MAVA is dedicated to growing a diverse and culturally competent team of highly engaged staff and volunteers to reflect and equitably serve the vibrant community around us. We embrace differences in age, ability, color, ethnicity, gender identity and/or expression, national origin, race, religion, and sexual orientation. We strongly encourage the application of individuals from diverse backgrounds, including but not limited to: Black, Indigenous, and people of color; immigrants and refugees; LBGTQIA individuals; people with disabilities; religious minorities; and the elderly.

MAVA is recognized as an employer of National Service with Americorps. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Location: This position can be based in any location and work can be done remotely.

Send resume and cover letter to kbulman@mavanetwork.org