

Diversity, Equity, and Inclusion Manager

GCAP Services, Inc. is looking for a Diversity, Equity, and Inclusion (DEI) Manager to oversee and support our diverse consulting projects within the public contracting arena. This role requires an understanding and awareness of diversity and inclusion issues and best practices. Primary responsibilities will include assessment of client practices, policies, and procedures to address DEI needs. Additional responsibilities include surveying stakeholders to gather DEI related feedback, developing innovative and effective means of implementing DEI programs in the workplace and community, and developing and conducting DEI training on a variety of topics. The ideal candidate will be personable, analytical, organized, creative, and dedicated to the continual progression of diversity and inclusion policies. We are looking for a self-motivated person who has the ability and desire to collaborate with our team and quickly adopt new concepts with the goal of delivering optimal solutions to our clients.

Responsibilities

- Manages and oversees all aspects of DEI on assigned projects.
- Researches and advises on diversity and inclusion issues.
- Supports and guides client on creating a culture that appeals to diverse applicants and removes bias.
- Assesses organizational DEI practices and develops recommendations for improvement.
- Executes DEI communications and change management strategies.
- Identifies external trends and recognizes best practices which will increase diversity and retention among client workforce.
- Reviews client organization's workplace, policies and procedures, ensuring diversity and inclusion messaging is appropriate and consistent.
- Develops and delivers custom DEI trainings on a variety of topics.
- Develops and monitors DEI assessment tools and metrics, including surveys and interviews.
- Provides practical and actionable tools for increasing workplace diversity and inclusion.
- Works closely with clients throughout the project performance to ensure client needs are identified and satisfied.
- Manages multiple projects and budgets in a dynamic, fast-paced environment.
- Develops monthly and quarterly reports summarizing findings.

Knowledge/Skills

- Excellent communicative, writing, presentation and organizational skills.
- Exceptional interpersonal skills, with the ability to maintain a high degree of integrity, credibility, and trustworthiness
- Strong leader
- Awareness of global and cultural issues.
- Proficient in MS Excel, Word and PowerPoint. Knowledgeable of web-based applications, Constant Contact, WebEx, GoToMeeting, and other similar web-based applications.

Qualifications

- Bachelor's degree from a four-year college or university in Business Administration or related field.
- 5+ years' experience implementing DEI strategies, delivering training, project management, and demonstrating knowledge of DEI topics.