Position Title: DIRECTOR, TRUTH, RACIAL HEALING, AND TRANSFORMATION (TRHT)

Reports To: Vice President, Initiatives and Public Policy

Position Summary:
The Director of Truth, Racial Healing, and Transformation will Support the Community Foundation in building/strengthening collaborative partnerships and infrastructure locally to carry out TRHT framework in alignment with the goals of the W.K. Kellogg Foundation grant. This is done through mapping, building capacity, and expanding existing efforts in narrative change, racial healing, and racial equity in Kalamazoo. The THRT Director will also support the establishment of a growth fund as a sustainable funding source for the TRHT work.

Essential Duties & Responsibilities:

Position Functions:

- Community Relationships:
  - Keep abreast of community issues and trends in relevant program areas.
  - Facilitate and negotiate clarity in roles and responsibilities with external partners, document this clarity through MOUs, contracts, and charters as needed while supporting partners in the execution of contract management.
  - Establish and sustain relationships within the TRHT partnership.
  - Initiate and meet with existing partners; add new partners as needed.
  - Represent the collaborative in the community, statewide, and national conversations.
    - Serve as the lead representative at TRHT Michigan Statewide Advisory Board convened by the Council of Michigan Foundations (CMF).
    - Collaborate with cohort of national TRHT places and the W.K. Kellogg Foundation.
  - Clarify processes to ensure a focus on truth, racial healing, and transformation by using tools such as touchstones, ways of being, conflict management, and relationship building tools.

- Leadership:
  - Work cooperatively with THRT Leadership team, Initiative Leadership Team(s) and others to identify opportunities to communicate and leverage the Community Foundation’s community resources to the broader community efforts towards equity, racial healing, and anti-racism.
  - Provide leadership and support to strengthen the nonprofit sector and core initiative partners.
  - Ensure THRT leadership team has effective meetings and decision-making processes (facilitated, supported, focused) either by serving as facilitator or recruiting facilitators.
Project Management:
- Work with design team partners to co-develop strategies in the areas of law, economy, racial healing, narrative change, and separation.
- In partnership with KZCF marketing communications team, develop communications projects by overseeing the delegation of content, products and positioning related to the TRHT to ensure compliance with the TRHT communications guidelines.

Strategic Planning:
- Lead THRT departments use of equitable and just practices both within the collaborative and in the strategies put forth.
- Develop processes that establish group norms and working agreements within the collaborative to further accountability, trust, mutual respect, and commitment.
- Develop a process to assess and collect data about existing community efforts in Racial Healing Racial Equity (RHRE) work that results in a landscape assessment and monitoring of current and new community efforts.

Supervisory Responsibilities:
- Supervises TRHT staff and interns.
- Oversee orientation and training; assign plans and reviews work for necessary support staff.
- Works with VPIPP to establish department priorities.
- Conducts performance evaluations and corrective action or job counseling.
- Work with the Vice President of Initiatives and Public Policy in the hiring and termination of TRHT staff.
- Delegate tasks to additional staff across the organization who provide part time support to TRHT.

Diversity, Inclusion, Equity, and Anti-Racism:
- Apply an equitable and anti-racist lens to all functions to achieve company goals.
- Design company policies that reinforce DEI in the workplace.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of social bias.
- Ability to confront personal, individual, and internal systematic bias with regards to race, gender, orientation, etc., which will require sharing and discussing personal identities in relation to the work environment and learning to be comfortable with difficult interactions around deeply personal, divisive conversations, while supporting others to engage similarly.

Professionalism:
- Supports the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
- Follows and supports Community Foundation policies and procedures.
- Embraces and supports Community Foundation philosophies related to diversity, inclusiveness, and anti-racism.
- Evaluates own performance and assumes responsibility for professional development.
- Master concepts of Processed Based Management (PBM).
• Maintains current knowledge of all changes affecting area of work.
• Embraces philosophy of an actively engages in lifelong learning.
• Demonstrate, model, and document proper processes to ensure clarity and consistency.
• Conducts self in a professional manner and follows and support the core values, commitments, and behaviors.
• Maintains appropriate professional appearance and confidentiality.

Engagement/Participation:
• Actively participates in meetings, committees, and volunteer opportunities within the organization.
• Applies an anti-racism analysis and engages with others in supportive/learning ways to advance collective DEI understanding and skills.
• Serves as a leader throughout the organization, facilitating conversations and supporting the engagement of others.
• Participates as a team member utilizing a collaborative style to achieve mutual goals.
• Provides proactive and creative cross-functional thinking and ideas to enhance internal and external customer experience.
• Demonstrates ability to work effectively with others.

Knowledge, Skills & Abilities:

Required:
• Bachelor’s degree or an equivalent combination of 5+yrs training and relevant work experience in consulting and facilitation skills with individuals, groups, and organizations; program planning, development, and administration; and knowledge of public policy.
• At least two to four years of progressively more responsible experience in the following areas:
  o Not-for-profit, public sector, philanthropy, or business; or a combination of two or more sectors.
  o Developing recommendations based on organizational mission and values.
• Ability to relate to diverse groups of people and professionals in a variety of fields.
• Experience representing organizational positions within community settings.
• Ability to work both independently, as a team member, and with a broad range of constituencies.
• Ability to prioritize multiple projects and work under pressure.

Location Requirements:
• The Kalamazoo Community Foundation’s employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Physical/Mental Requirements:
• While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
• Works in well-lit, pleasant, smoke-free office.
• Must be able to sit for long periods of time, stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
• Involves frequent repetitive movement associated with extended periods of keyboarding.
• Frequently involves extended workdays and periodically involves irregular work hours.
• Occasional travel and/or overnight work schedules.
• Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
• Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
• Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.

Please send a resume and cover letter to Darian@TheHRShop.com with the role you are applying for in the subject line.