



# Human Rights Campaign®

*Working for lesbian, gay, bisexual and transgender equal rights.*

<b>Position Description:</b>	<b>Associate Director of Diversity</b>
<b>Reporting Line:</b>	<b>Chief Diversity Officer</b>
<b>Department:</b>	<b>Diversity</b>
<b>Location:</b>	<b>HRC Headquarters, Washington, DC</b>
<b>Staff Tier Level:</b>	<b>Associate Director</b>
<b>Service Employees Int'l Union:</b>	<b>Covered</b>
<b>Salary Requirement:</b>	<b>\$52,000-\$65,000 (based on experience)</b>

## **Position Summary**

This is a regular, full-time staff position reporting to the Chief Diversity Officer. The Associate Director of Diversity will lead the Human Rights Campaign and its volunteer base in creating and promoting awareness of transgender issues and ensuring that all program areas demonstrate measurable commitment to transgender equality and inclusion.

## **Position Responsibilities:**

- Directly advises the Chief Diversity Officer and senior staff on transgender outreach, education and advocacy issues and opportunities.
- Works closely with the HRC Community and Volunteer Relations department to provide staff leadership to HRC Steering Committees to develop effective diversity goals and strategies that increase and improve transgender inclusion within HRC's volunteer community and enhance relationships between HRC communities and diverse audiences and organizations in their regions.
- Works with senior staff cross-organizationally and ensures that all programmatic and fundraising work are effectively developed and managed towards diversity and transgender inclusion, including HRC Steering Committees.
- Works with the transgender community and its national, regional, local and community-based organizations to ensure that transgender community needs are identified, represented, supported and advocated for by HRC.
- Represents HRC as an advocate and educator on transgender issues and develops strategic relationships and partnerships with national, state, local, and community-based organizations.
- Provides support to HRC's policy, legislative and field teams and assists with coalition building to strengthen broad support for transgender inclusion.
- Provides support to key foundation programs to strengthen and expand transgender-inclusive policies in workplaces, places of worship and schools.
- Provides support to Communications, Marketing, and Online Strategies teams on how to reach the transgender community with HRC's message of equality and inclusion.
- Provides support and guidance to the HRC Director of Human Resources on internal diversity initiatives covering recruitment, training, retention, mentoring and leadership development of transgender employees.
- Other duties as assigned.

**Position Qualifications**

- Bachelor's degree with a focus on LGBT or cultural studies, politics, government affairs, public policy, communications or other relevant area, Master's degree or equivalent work experience is preferred.
- The successful candidate will have a proven track record of working across teams to develop, communicate and implement outreach, education and advocacy strategies for the transgender community in a complex, multi-tiered organization.
- The candidate must have the ability to provide leadership and strategy to education, lobbying, diversity, and coalition-building work in direct consultation with boards, steering committees and staff.
- The successful candidate will have at least 7 years of professional experience that includes experience with diversity initiatives, including transgender issues, public education programs, lobbying, issue campaigns, and member training.
- A critical skill for this role is effective communication. The successful candidate must have proven effective written, oral communication and presentation skills. In addition, the candidate must be able to develop communication strategies that involve internal staff, senior management, HRC boards, local steering committees, and other external groups.
- The candidate must have demonstrated success in managing projects. Significant program planning and implementation experience is necessary.
- This role will involve engagement with all levels of HRC's national volunteer structure and membership. Some domestic travel will be required.

*All positions at the Human Rights Campaign and/or the Human Rights Campaign Foundation may require travel on a regular basis or periodically. Where the need arises for business travel, appropriate compensation as outlined by the Fair Labor Standards Act will apply.*

**Tier Description:**

*The HRC Staff Tier Structure is available on the HRC Staff Intranet.*