

**THE PEW CHARITABLE TRUSTS**

**VICE PRESIDENT, INCLUSION, DIVERSITY, and EQUITY**

**[www.pewtrusts.org](http://www.pewtrusts.org)**

**The Organization:**

The Pew Charitable Trusts uses data to make a difference. For more than 70 years, we have focused on serving the public, invigorating civic life, conducting nonpartisan research, advancing effective public policies and practices, and achieving tangible results. Through rigorous inquiry and knowledge sharing, we inform and engage public-spirited citizens and organizations, linking diverse interests to pursue common cause. We are a dedicated team of researchers, communicators, advocates, subject matter experts, and professionals working on some of today's big challenges – and we know we are more effective and creative collectively than we are individually. With Philadelphia as our hometown and the majority of our staff located in Washington, DC, our U.S. and international staff find working at Pew personally and professionally rewarding.

Wise stewardship of resources allows Pew employees to pursue work that strategically furthers our mission in significant and measurable ways. We collaborate with a diverse range of philanthropic partners, public and private organizations, and concerned citizens who share our interest in fact-based solutions and goal-driven initiatives to improve society. Pew attracts top talent, people of integrity who are service-oriented and willing to take on challenging assignments. We provide competitive pay and benefits, a healthy work-life balance, and a respectful and inclusive workplace. Pew employees are proud of their colleagues, proud of where they work, and proud of the institution's reputation.

**The Role:**

**Location:** Washington, DC  
**Reports to:** President and CEO

**Position Summary:**

The Vice President, Inclusion, Diversity, and Equity is a newly created position that will provide leadership, guidance, and coordination for the organization's continuing efforts toward building a more inclusive culture, where staff from all backgrounds thrive and the organization's work is empowered by diverse perspectives.

Inclusion, Diversity, and Equity (IDE) is an organization-wide strategic priority and, as such, the incumbent will work closely with the organization's President & CEO, leadership team, and IDE committees and councils.



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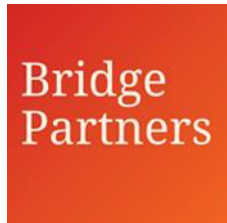
In alignment with Pew's commitment to inclusion, diversity, and equity, the creation of this senior leadership position establishes and implements a holistic IDE strategy and direction for the organization, bringing best practices and external resources to bear, as appropriate. This leader will be responsible for:

- ⇒ promoting inclusion systematically within the organization;
- ⇒ establishing clear IDE objectives and monitoring progress toward those goals;
- ⇒ guiding appropriate change in the organization's operational, programmatic and communications activities.

They will manage one to two positions and will collaborate with executives, leaders, and staff across the organization, including the Pew Research Center, a subsidiary of The Pew Charitable Trusts. The position will report to the President and CEO, while having a dotted line to the Vice President, Human Resources and a close working relationship with the President of the Pew Research Center. The incumbent will be a member of the organization's executive team.

#### **Key Responsibilities:**

- In partnership with executive leadership, and the IDE council and steering committee, develop and implement holistic internal and external inclusion, diversity, and equity strategies.
- Advance leadership, staff, and organizational awareness, commitment, and accountability for IDE initiatives.
- Serve as a leader in conversations about inclusion, diversity, and equity to internal and external audiences. Regularly consult with staff at all levels to better understand organizational culture.
- Provide coaching to and partnership with the executive leadership team on areas related to IDE.
- Act as the IDE subject matter expert, bringing effective practices and approaches to the organization's work. Foster and cultivate external relationships with relevant networks and partnerships to enhance IDE awareness and inform, educate, and align institutional/programmatic work with the larger organizational goals for inclusion, diversity, and equity.
- Work with HR and organizational leadership to develop accountability standards and review programs and initiatives that support leadership and management development, staff engagement and retention, and promote an inclusive organizational culture. Work together to ensure workplace policies and procedures around recruiting and selection, learning and development, and advancement and promotion are fair and transparent.
- Working with organizational leadership, further a culture and processes to ensure staff feel comfortable bringing forward ideas and concerns, to foster healthy relationships, and to advance staff engagement and retention.
- In collaboration with HR and senior leadership, review and use workforce metrics to track inclusion, diversity, and equity trends and make recommendations based on data to enhance IDE.
- Partner with program leadership to incorporate Pew's commitment to inclusion, diversity, and equity into the planning, evaluation, and prioritization of programmatic initiatives.
- Assist in the creation of and provide support to employee resource groups that support mentoring, a sense of community, well-being, and business objectives.



- Lead and manage organization-wide strategic initiatives related to IDE; regularly communicate updates on key IDE initiatives and progress at department and organization-wide events and meetings; facilitate small and large groups on the topic of inclusion, diversity, and equity.
- Supervise the work of consultants and manage the budget for inclusion, diversity, and equity-related projects.
- Other duties as assigned.

**Qualifications:**

- A minimum of 15 years of progressively responsible experience that includes inclusion, diversity, and equity, and may include HR as well as organization development experience.
- A minimum of 5 years in a role dedicated exclusively to inclusion, diversity, and equity.
- At least 8 years of management experience, providing performance feedback, motivating and engaging employees to achieve strong performance.
- Diverse background and experience in corporations with data-driven cultures, nonpartisan nonprofit organizations, education, or social enterprises is preferred.
- Demonstrated ability to lead teams and projects.
- Demonstrated experience in developing and executing organization-wide strategic plans.
- Strong business orientation. Focused on key business priorities and deliverables while balancing short-term needs with long-term strategic objectives.
- Ability to gain credibility and influence decision-making. Strong interpersonal skills including the ability to develop and manage productive relationships at all levels, establish trust, and provide counsel to staff in a thoughtful, sensitive, and timely manner.
- Excellent communication skills with prior experience in positions requiring communication with a broad and diverse audience.
- Excellent listening, and oral and written communications skills; proven ability in tailoring messages to audiences that range from staff to leadership to board. Ability to convey complex information to layperson audiences.
- Initiative to develop and implement new ideas, projects, or process improvements.
- Ability to work effectively with others in a cooperative manner to accomplish work and participate in team efforts.
- Possess a teamwork-centric approach and willingness to “lean in” to difficult conversations.
- Ability to represent the organization with professionalism and honesty, consistently acting in an ethical manner.

**Education:**

- Bachelor’s degree or equivalent experience is required.

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To learn more about this opportunity, please contact:

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