DEI Portfolio Manager

Overview:

The Office of Diversity, Equity, Inclusion and Respect (DEIR) is the central hub at the American Chemical Society that coordinates, supports, and guides all efforts by staff, members, and governance toward Strategic Goal 5, “Embrace and Advance Inclusion in Chemistry.” The Office of DEIR at ACS is committed to empowering everyone, irrespective of lived experience and intersectionality of identities, to fully participate in the chemistry enterprise. In doing so, the Office of DEIR will ensure that the organization upholds its mission “to advance the broader chemistry enterprise and its practitioners for the benefit of Earth and its people.”

Reporting to the VP of the Office of DEIR, the DEIR Senior Consultant oversees new and ongoing initiatives, programs and projects as well as assists in guiding operations of the Office of DEIR to ensure strategic alignment across the Society. The incumbent is responsible for identifying and tracking critical metrics and performance evaluations to determine success of initiatives and programs. The Senior Consultant will contribute to the evolution of the Office of DEIR’s operations with thought leadership and practical application. The incumbent will undertake key initiatives and activities in response to requests which promote and lead to a culture of service excellence and create measurable outcomes.

Position Summary:

The Senior Consultant will work under general managerial direction with established Society and professional practices to strategize, design, implement, and guide programs, products, and services. The Senior Consultant will use strategic thinking, in-depth analysis, conceptual rationales, and substantial knowledge of scientific and societal issues to assist in the development of operations that lead to systemic solutions for complex problems in the chemistry enterprise. The incumbent also will apply a global perspective to daily work and value individual and cultural differences.

Responsibilities:

Conceptualize, design, manage and coordinate DEIR projects and initiatives across the Society and the chemistry enterprise; including overseeing staff, member, and governance training content and implementation to align with ACS DEIR strategies. Coordinate with the Human Resources division, the Membership division, and the Office of the Secretary and General Counsel division on logistics, progress, and strategic alignment on Society and enterprise-wide DEIR initiatives and projects.
Initiate and conduct regular environmental scans to keep Office of DEIR updated with new developments in D&I. Suggest new programs, products, and services to stay abreast of current events and movements. Perform comprehensive analysis and interpretations of existing ACS DEIR strategies against environmental scans to propose innovative and creative solutions to resolve complex problems related to ACS and the chemistry enterprise.
Foster relationships between industry, nonprofit, and government entities to build partnerships on initiatives that bolster diversity and equity in the global workforce.
Work closely with ACS governance entities, as assigned. This may include coordinating relevant groups related to the Office of DEIR’s mission and strategic plan and providing guidance and advice on best DEIR practices.
Spearhead the Office of DEIR in the design and management of various cross-functional or complex DEIR projects.
Coordinate and collaborate with the Communications Division to develop DEIR communication strategies across ACS staff, membership, and customers.

Required Education, Experience and Skills:

Bachelor’s degree or higher in physical science, behavioral or related disciplines  
10+ years of progressive experience in diversity & inclusion.  
Experience to include designing, developing, and implementing programs and initiatives to increase participation of marginalized groups and awareness of diversity and inclusion issues; knowledge of underserved communities; and ability to engage effectively with multigenerational audiences. Certification in diversity & inclusion from a recognized institution is desirable.  
Demonstrate advanced knowledge of and experience with DEIR concepts, practices, and procedures  
Have experience in strategic planning and design  
Be familiar with the scientific ecosystem in regard to educational and career options and barriers present to different underrepresented groups  
Be able to seamlessly switch between working independently and being on a team; be self-motivated to meet deadlines and achieve metrics  
Communicate (written and verbally) in ways to impact and influence decisions as well as build and maintain relationships; have excellent public speaking skills; embody a global perspective and a sensitivity to cultural differences and sense of belonging  
Have proven time management and organizational skills, including ability to run multiple projects simultaneously  
Be solutions-driven and demonstrate ability to offer practical resolutions to problems and able to constructively deal with issue conflicts  
Have advanced proficiency with MS Office product suite and be familiar with managing budgets. Knowledge of project management tools is a plus.  
Located in either Washington, DC or Columbus, OH preferred.

Business travel ranges from 10% to 25% depending on business needs

EEO/Minority/Female/Disabled/Veteran