



## Job Class: Director of Equity and Inclusion

## Working Title: Housing Finance Agency Dir

**Job ID:** 42659

**Location:** St. Paul

**Full/Part Time:** Full-Time

**Regular/Temporary:** Unlimited

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 11/21/2020

**Closing Date:** 12/14/2020

**Hiring Agency/Seniority Unit:** Housing Finance Agency / Housing Finance-Managerial

**Division/Unit:** Manager-Commissioner's Main

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M - F

**Travel Required:** No

**Salary Range:** \$44.86 - \$64.35/hourly; \$93,667 - \$134,362/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 - Manager/Unrep

**FLSA Status:** Exempt - Executive

**Connect 700 Program Eligible:** Yes

### Job Summary

Minnesota Housing is hiring! We're a mission-focused financial institution and we believe there should be joy in the workplace and in the work we do. We also believe there should be equity and inclusion in the workplace and in the work we do. We are seeking a visionary Director of Equity and Inclusion to lead us in achieving these goals.

We believe that Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance housing that is affordable. Our vision is that all Minnesotans live and thrive in a safe, stable home they can afford in a community of their choice.

As a member of the Agency's Servant Leadership Team, the Director of Equity and Inclusion works with leaders to develop and implement the Agency equity framework, ensuring that equity and inclusion are an integral part of our decision making in all Agency decisions. This person is a colleague, partner, and coach who works with division / department leaders and staff to achieve equitable housing outcomes for Minnesotans. The Director will also provide leadership and direction to Agency employees to champion its internal equity and inclusion work.

#### Essential Job Duties

Strategy - Provide leadership and direction to all agency employees to develop and implement the equity and inclusion Strategic Plan. The Strategic Plan will include a plan to obtain stakeholder and organizational support for changes in programs

administered by the Agency, to promote access and more equitable housing outcomes for Minnesotans.

- Champion the Agency's strategic planning around equity and inclusion to develop and implement goals and strategies.
- Work with the leaders and staff to formulate and evaluate equity and inclusion project ideas to achieve goals.
- Develop project plans and vet them with Agency leadership, other agencies, and community leaders.
- In partnership with Communications, manage internal and external communication about the Strategic Plan and specific equity projects.
- Direct the Equity Action Committee. The Equity Action Committee is responsible for sustaining the Agency's Equity and Inclusion Framework and advising leadership on new policies or projects that could help meet equity and inclusion goals.

Equity and Inclusion internal to the Agency – Provide leadership and serve as internal consultant to Agency leadership and staff to operationalize equity, inclusion and anti-racism principles throughout the Agency. Lead Agency leadership and staff to develop policies, internal operations, and an organizational culture that are equitable and inclusive

- Participate in program meetings and provide feedback and coaching on planned program elements.
- Provide program staff framework and tools to view every aspect of the program and every decision regarding the program with an equity lens.
- Facilitate discussions and listening sessions through a trauma-informed lens.
- Support the Cultural Competency Committee as it offers programming to Agency employees to enhance Agency cultural competency to improve Agency program impact in communities of color and create a more equitable and inclusive workplace
- Work in partnership with HR to develop and monitor strategies to improve recruitment, retention, and career development of racially diverse employees, those with a disability and other diverse employees.
- Provide leadership and guidance to managers and supervisors on fostering a work environment conducive to respectful and equitable treatment of all employees.

Outreach and Engagement – Support the Director of Community Engagement and Tribal Liaison in external equity work, including further development and collaborative partnerships in communities that experience inequitable housing outcomes. Serve as an internal coach and equity advocate.

Participate in the One Minnesota Council on Equity and Inclusion.

## Minimum Qualifications

To be considered for this position, resume/application **must** reflect the following minimum qualifications:

- Seven (7)+ years of professional work experience leading and advancing diversity, equity, inclusion and anti-racism initiatives within organizations. Education directly related to diversity, equity, inclusion and anti-racism may count toward the experience requirement as follows: Doctorate degree may substitute for two years of experience; Master's degree may substitute for 18 months of experience; Bachelor's degree may substitute for one year of experience.
- Professional facilitation skills; ability to facilitate discussions and listening sessions with a trauma-informed lens in day-to-day operations and during crises. Creates safe and brave spaces for dialogue.
- Experience in working with ethnically and culturally diverse communities, which can include Black people, Indigenous people, other people of color, people with disabilities, and other communities that experience housing inequities.
- Experience championing equity, inclusion and anti-racism by evaluating policies, procedures and ideas to interrupt systemic racism and provide recommendations for improvement.
- Knowledge of systemic racism and the impact it has had in the United States.

- Ability to build trust by demonstrating respect, creating transparency, keeping commitments, and actively work to restore trust when necessary.
- Ability to establish credibility and work collaboratively with Agency staff where the incumbent has no direct authority but has responsibility for effective program design and implementation.

## Preferred Qualifications

- Knowledge of the research and professional literature on building equitable and inclusive organizations, including promoting accessibility.
- Relevant professional training and certifications
- An understanding of the role and operation of state government in building infrastructure.
- Knowledge of how public policy initiatives impact neighborhoods and racial equity work in the community
- Experience working in mission focused organizations.

## Physical Requirements

Requires the occasional transporting and/or moving of articles such as file folders, ledgers, and small tools.

## Additional Requirements

This position requires successful completion of the following:

- Reference Checks
- Google and Social Media Review
- Job-Related Criminal Background Checks

## Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Jodell Swenson at [jodell.swenson@state.mn.us](mailto:jodell.swenson@state.mn.us) or 651/296-4225.

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### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.

