

# Job Description

Position: Community Engagement and Inclusion Director  
FLSA Status: Exempt  
Reports To: Executive Director



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## **COMPANY OVERVIEW**

Shafer Leadership Academy is a non-profit community leadership academy where people of all ages, backgrounds and interests can access the tools necessary to develop and enhance their leadership skills. Our aim is to provide expert and useful leadership training that meets the needs of East Central Indiana communities, businesses, civic and not-for-profit organizations, and private individuals.

## **POSITION SUMMARY**

The Community Engagement and Inclusion Director is primarily responsible for all activities related to building relationships with underserved communities across East Central Indiana, with a specific focus on growing our network within Delaware County. The Community Engagement and Inclusion Director will serve as a brand ambassador, working to connect underrepresented populations with the inclusive leadership development opportunities provided by Shafer Leadership Academy, with a specific focus on increasing program attendance, non-profit board service, candidates for local elected office and neighborhood association involvement. As a result, the Community Engagement and Inclusion Director will spend much of their time traveling East Central Indiana, operating within the spaces and places best recognized by vulnerable populations. In addition, the Community Engagement and Inclusion Director will also be expected to provide insight and expertise into Shafer Leadership Academy's public programs and internal operations related inclusion and diversity.

## **OBJECTIVES**

### **Relationship Building**

- Identify underserved populations for increased connections.
- Regularly attend key events, activities, and initiatives within Delaware County's underserved populations, with the express purpose of building relationships on behalf of Shafer Leadership Academy.
- Identify key groups and organizations for potential partnerships.
- Occasionally attend key events, activities, and initiatives within underserved populations outside of Delaware County, with the express purpose of building relationships on behalf of Shafer Leadership Academy.

### **Program and Opportunity Connection**

- Connect underserved populations with Shafer Leadership Academy's public programs.
- Connect underrepresented populations with nonprofit board service opportunities.
- Connect marginalized populations with neighborhood association involvement opportunities.
- Connect minority populations with opportunities to run for local elected office and / or connect to local campaigns.
- Track and maintain statics and other KPI's related to involvement within vulnerable populations.
- Present to / represent Shafer Leadership Academy at relevant activities, initiatives, and events.

### **Diversity and Inclusion Recommendations**

- Assist the Shafer Leadership Academy Programming Team and the Diversity and Inclusion Team to identify underserved populations and potential connection points for Shafer Leadership Academy.
- Work with the Executive Director and the Diversity and Inclusion Team to develop recommendations for best practices in Shafer Leadership Academy operations, as related to diversity and inclusion.
- Collaborate with Marketing Consultant to ensure communications represent Shafer Leadership Academy's commitment to diversity and inclusion.

## **KNOWLEDGE, SKILLS, & ABILITIES REQUIRED**

- Possess a compelling personality rooted in the ability to connect with a diverse group of people
- Demonstrate a willingness to attend a variety of community events and activities
- Exhibit a strong knowledge of diversity and inclusion best practices
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to SLA's mission
- Ability to support multiple work assignments simultaneously and establish priorities

## **EDUCATION & EXPERIENCE NEEDED**

- Required
  - Bachelor's Degree from an accredited college or university or equivalent experience
  - 3 - 5 years of working with underserved populations
  - Experience working among a broad section of the Muncie / Delaware County community
- Preferred
  - ◆ Credentialed in diversity and inclusion
  - ◆ 5 or more years of working in community engagement and / or diversity and inclusion
  - ◆ 3 or more years working in non-profit, or public service sectors
  - ◆ Demonstrated understanding of Shafer Leadership Academy's mission, programs, and current partners
  - ◆ Demonstrated credibility and recognition among Delaware County's underserved populations

## **POSITION INTERACTS WITH**

The Community Inclusion and Engagement Director will work directly with the Executive Director on a regular basis. This position will also have regular contact with Development Director, Marketing Lead, Virtual Program Manager, Program Director, members of the board of directors and volunteers, and sits on the Diversity and Inclusion Team in an ex-officio role. Direct contact with underserved populations is expected on a frequent basis by phone, email and in person. Courtesy and respect are always expected towards community members and all members of the SLA team.

## **PHYSICAL REQUIREMENTS OF THE POSITION**

"The key physical requirements of this position include the ability to travel from time to time; lift up to 25 pounds; use of standard office equipment, including personal computers; and movement within a standard office, sometimes with stairs. We are committed to building an inclusive workplace and reasonable accommodations will be implemented to so that our employees with physical limitations may thrive.

## **USE OF EQUIPMENT**

Not limited to personal computer, office software, multi-function printers and various office equipment.

## **WORKING CONDITIONS & SUPERVISORY RESPONSIBILITIES**

This position will be a remote work from home role. Exact work schedules will vary from week to week-based Shafer Leadership Academy needs and projects. Position will be require attending activities, and events outside of normal business hours. Typical work week will be 40 hours, with a flexible work schedule to accommodate non-traditional hours. This position has no supervisory responsibilities.

## **COMPENSATION**

This position is full-time, and compensation includes a competitive salary plus paid vacation, holiday time off and travel allotment based on travel policy. This position allows for a work from home option. The salary range is \$50,000 - \$55,500 per year.

*The specific statements shown in each section of this description are not intended to be all-inclusive; they represent typical elements and criteria necessary to successfully perform the duties of the job.*

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**