



Collective Impact Manager

March, 2023

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Collective Impact Manager** position. Under the general direction of the Chief Diversity, Equity, and Inclusion (DEI) Officer, the Collective Impact Manager will be responsible for building and assessing racial equity impact needs and developing a strategic plan to support those needs. This includes driving the initiatives focused on the Racial Equity Action Plan through community assessments, community engagement, data functions, and overall internal and external functions.

The incumbent provides subject matter expertise in the professional practice of assessing and employing methods and strategies for achieving racial equity utilizing a collective impact approach. Will work collaboratively with Village staff while also facilitating community engagement to help guide equitable development and implementation of Village policy, programs, and services from an equity impact praxis. As well provide subject matter expertise in the evaluation of the intersectional and interlocking of systems of oppression from a racial equity lens.

The incumbent will also foster an inclusive community culture and positive intercultural relations; enabling opportunities for community reconciliation where necessary; and preserving and advancing Oak Park's policy and operational commitment to being a welcoming community.

The ideal applicant should have three years of diversity, equity and inclusion and/or anti-racism work and possess training equivalent to a Bachelor's degree from an accredited college or university with major course work in Human Resource management, organizational development, education, psychology, sociology, social work, business administration, or a related field, or a combination of experience and education that is equivalent. A master's degree in a qualified area is preferred.

The ideal applicant will be able to accomplish the items listed below:

- Provide innovative problem-solving leadership to address racial equity impact needs
- Evaluate current racial equity impact needs for the Village
- Support the development of a DEI dashboard and provide reports to leadership team
- Oversee and guide DEI gap analyses in a service delivery model
- Supports the day to day operations for the Office of Racial Equity and Collective Impact
- Co-lead for the Village organization's Equity team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals
- Serves as an organizational and community resource, thought partner and subject matter expert on racial equity and inclusion
- Engages and empowers Village employees to help lead and coordinate internal and external diversity and inclusion related events and activities
- Maintain comprehensive understanding of best practices for DEI impact implementation
- Ability to foster and broker relationship internally and externally to support overall goals for the Racial Equity Action Plan



- Provide direction and support to partner organizations seeking to grow in their DEI journey.
- Develop DEI Impact priorities and oversee the implementation of these priorities
- Identify DEI areas of collaboration between the Village and community partners and develop a plan to align duties to increase equity efficiency
- Coordinate research and other activities with initiative partners to minimize redundancies and align strategies
- Cultivate excellent working relationships with community leaders
- Create or manage creation of quarterly progress reports for Village and external stakeholders as needed
- Oversee work of data consultant
- Performs related duties and responsibilities as assigned

Compensation, Benefits, Experience and Training

The compensation for this position is \$75,000-\$90,000 DOQ. This is an exempt, non-union position.

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=537117711>. For additional information on the position visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; or by email to: jobs@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave & other benefits. Applications will be accepted until filled

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



COLLECTIVE IMPACT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the general direction of the Chief Diversity, Equity, and Inclusion (DEI) Officer, the Collective Impact Manager will be responsible for building and assessing racial equity impact needs and developing a strategic plan to support those needs. This includes driving the initiatives focused on the Racial Equity Action Plan through community assessments, community engagement, data functions, and overall internal and external functions.

The incumbent provides subject matter expertise in the professional practice of assessing and employing methods and strategies for achieving racial equity utilizing a collective impact approach. Will work collaboratively with Village staff while also facilitating community engagement to help guide equitable development and implementation of Village policy, programs, and services from an equity impact praxis. As well provide subject matter expertise in the evaluation of the intersectional and interlocking of systems of oppression from a racial equity lens.

The incumbent will also foster an inclusive community culture and positive intercultural relations; enabling opportunities for community reconciliation where necessary; and preserving and advancing Oak Park's policy and operational commitment to being a welcoming community.

SUPERVISIONS RECEIVED AND EXERCISED

Receives general administrative direction from the Chief DEI Officer

EXAMPLES OF DUTIES -

Essential duties and responsibilities

1. Provide innovative problem-solving leadership to address racial equity impact needs
2. Evaluate current racial equity impact needs for the Village
3. Support the development of a DEI dashboard and provide reports to leadership team
4. Oversee and guide DEI gap analyses in a service delivery model
5. Supports the day to day operations for the Office of Racial Equity and Collective Impact
6. Co-lead for the Village organization's Equity team for the purpose of developing and implementing racial equity metrics to benchmark organizational progress toward goals.
7. Serves as an organizational and community resource, thought partner and subject matter expert on racial equity and inclusion.
8. Engages and empowers Village employees to help lead and coordinate internal and external diversity and inclusion related events and activities.
9. Maintain comprehensive understanding of best practices for DEI impact implementation
10. Ability to foster and broker relationship internally and externally to support overall goals for the Racial Equity Action Plan.
11. Provide direction and support to partner organizations seeking to grow in their DEI journey.



COLLECTIVE IMPACT MANAGER

12. Develop DEI Impact priorities and oversee the implementation of these priorities.
13. Identify DEI areas of collaboration between the Village and community partners and develop a plan to align duties to increase equity efficiency
14. Coordinate research and other activities with initiative partners to minimize redundancies and align strategies
15. Cultivate excellent working relationships with community leaders
16. Create or manage creation of quarterly progress reports for Village and external stakeholders as needed
17. Oversee work of data consultant
18. Performs related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Advanced practical experience of diversity, equity, and inclusion policies, procedures, and programming
- How to build a DEI lens
- Strong problem solving and planning skills
- Strong facilitation and presentation skills that is responsive to different audience types
- Experience with community engagement or community organizing
- Comfort with challenging conversations and understanding different view points
- Principles and practices of community and civic engagement.
- Current social, political, and economic trends and problems of municipal government as they relate to Racial Equity.
- Research and reporting methods, techniques and procedures.

Ability to:

- To work collaboratively and lead difficult conversations
- Create inclusive and engaging work products that clearly communicate equity impact
- Understand how race is intersectional and interlocking with all sociopolitical identities
- Identify needs gaps from a DEI lens
- To be responsive to changing dynamics and support when needed
- Be self-reflective and committed to being in a constant state of learning
- Communicate effectively
- Assist in the development of racial equity goals, objectives, and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulation.

Experience and Training Guidelines

Experience: Three (3) years of diversity, equity and inclusion, community engagement, and/or or anti-racism work. Background in municipal government or related field is a plus.



Village Manager's Office
Reports to: Chief DEI Officer
Non-Union: Exempt Job
Pay Grade: 10-PM

COLLECTIVE IMPACT MANAGER

Training: Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources management, organizational development, education, psychology, sociology, social work, business administration, or a related field, or a combination of experience and education that is equivalent. A master's degree in a qualified area is preferred.

WORKING CONDITIONS

Flexible work hours and remote work opportunities are available upon approval of the supervisor, as work duties permit. Primary Office location at Village Hall, with possible local travel to offsite meeting locations for community engagement and external partners.

COVID-19 VACCINATION REQUIREMENTS

As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.