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**JOB DESCRIPTION**

**Title:** Director of Cultural Humility (DEIB) and Network Enrichment

**Reports to:** Chief Mission Officer, with a reporting relationship with the CEO

**Salaried Position:** Full-time. Will include occasional evening Zoom trainings (averaging 2 per month).

**Position Base:** This position allows for the possibility of remote employment outside of the National office in southeastern PA

**Travel Requirements:** Occasional travel may be required, including attendance at the annual Bridge of Hope conference.

**Position Summary:** To provide assessment and training around cultural humility (the work of Diversity, Equity, Inclusion, and Belonging around all areas of diversity, including race, gender, class, etc.) for the national organization andthe network. This position will work with the CEO and the Cultural Humility Task force of the national board, focusing on incorporating into all aspects of Bridge of Hope programming and organizational policies the three tenets of cultural humility: 1) Lifelong learning and critical self-reflection 2) Challenging power imbalances and 3) Institutional accountability. Additionally, this person will facilitate various trainings (Neighboring, program staff, board leadership, fundraising), including arranging speakers and hosting Zoom sessions. This person will be a key communication link to our network and work to build a strong and up-to-date online library of resources for the network leadership, program staff and board members, promoting strong program delivery, enhancing leadership skills and fostering network cohesion.

**Qualifications/Skills:**

1. Bachelor’s degree, ideally in social work, education, organizational development or related field, required. Master’s degree in relevant field preferred.
2. Demonstrated professional accomplishments in the field of cultural humility, including work within the church on social and racial justice and an understanding of the many layers of exclusion that impact the lives of families facing homelessness served by Bridge of Hope. (Preference given to individual with 5+ years of experience in homeless services and/or racial justice work).
3. An understanding of and commitment to the mission of Bridge of Hope National: To engage Christian faith communities in ending family homelessness through neighboring relationships that demonstrate Christ’s love.
4. Familiarity with front-line work and research on cultural humility and racial equity.
5. Highly motivated, self-starter with experience as a nonprofit professional and a commitment to nonprofit excellence
6. Excellent interpersonal skills
7. Strong group facilitator and presenter
8. Experience in training and equipping adults for learning, specifically with Zoom and online platforms.
9. Excellent written and oral communication skills
10. Strong organizational/planning skills
11. Ability to work from a strengths-based perspective in coaching individuals and groups in the development of case-management and nonprofit leadership skills.
12. Ability to motivate, influence and encourage leaders and groups, including the ability to mediate between different points of view and seek to integrate diverse perspectives, and engage in courageous conversations that build rapport and lead to results.
13. Deep spiritual commitment to the work of God through the church, which includes the work of justice, compassion and love and an ability to work across diverse Christian faith traditions/theology.
14. Commitment to life-long learning and critical self-reflection, the challenging of power imbalances and creating institutional accountability.
15. High proficiency and comfort in computer technology, including Microsoft Office products, remote desktop and Zoom videoconferencing.
16. Bilingual in English/Spanish is a plus

**Critical Leadership Competencies:**

* Leads with Cultural Humility: Approaches others with openness, setting aside assumptions, stereotypes and even cultural competencies in order to know another through their own lens and across all areas of diversity. These areas include race, gender, socio-economic status, marital status, as well as diversity across theological and political differences.
* Inspires and Engages People: Passionately and effectively presents a transformational vision; creates a clear and compelling view of the future by helping others understand how Bridge of Hope outcomes will change lives as cultural humility is lived out.
* Leads Organizational Change: Seeks and encourages staff and Neighboring Volunteers to seek innovative ways to enhance cultural humility by transforming organizational culture, systems, and services.
* Models Integrity and Ministry Values:  Committed to fostering relationships between families facing homelessness and Christian faith communities to support genuine, collaborative ministry; communicates openly and honestly to foster trust relationships among colleagues and those we serve; fosters personal growth and demonstrates reverence; lives out the Bridge of Hope values of following Jesus, engaging the church, choosing hope and practicing cultural humility.
* Fosters Healthy Network: Effectively develops high quality resources and strong communication across the Bridge of Hope network.
* Serves as Thought Leader: Seeks to share Bridge of Hope through thought leadership around cultural humility and other core values.

**Major Functions/Priorities:**

* 1. **Cultural Humility Training and Resourcing** (45% time)
* **Provide cultural humility leadership, resources, coaching and training** for the national organization and the Bridge of Hope network (30% time)
* Support, coach and resource network and national staff as they encounter families, staff, churches and Neighboring Volunteers struggling with and/or facing racism, housing discrimination and other power imbalances.
* Deepen our network’s understanding of racial inequity in housing/homelessness, what creates this inequity and how we work to dismantle it.
* Provide training and supports that engage all locations in the network to embrace and demonstrate cultural humility
* Work to expand Bridge of Hope’s focus on race as a social construct, racism in the church, housing discrimination, the racial inequities of homelessness, and other societal factors that directly and indirectly impact homelessness. This includes supporting national and network staff in assessing implicit biases and reviewing our value systems, organizational culture and practices to create a stronger program, which will impact the churches and communities in which we serve.

Resource the network with strategies and best practices to increase the racial and ethnic diversity of staff and boards across the network.

* Equip the network with hiring resources to expand employment advertising in sources that People of Color would utilize when seeking employment, especially in the social service fields.
* Support network staff of color through affinity groups or other methods that create belonging and inclusion and promote equity.
* **Serve as staff lead, in conjunction with the CEO, on the Cultural Humility Task Force of the national board** to promote cultural humility across the organization, specifically focusing on expanding our institutional accountability. (10% time)
  + - Continue to work on institutional accountability for Bridge of Hope National and the network as a whole.
  + **Provide Thought Leadership on Bridge of Hope mission and values.** (5% time)
* Through writing, speaking, training with the network and national organization, facilitate movement toward deeper cultural humility across the network, national staff and board.
* Deepen the understanding of racial inequity in housing/homelessness, what creates this inequity and how we work at it, specifically within the Christian faith arena.
* Strive to build understanding of the diversity of the body of Christ, promoting clearly the diversity of theology and perspective within churches of color, as well as the broader Christian faith community.
* External facing presentations and writing specific to sharing Bridge of Hope’s cultural humility perspective through thought leadership around cultural humility in homeless services, and the impact of social capital and spiritual capital within Christian faith communities who serve as Neighboring Volunteers.

1. **Network Training focused on program and nonprofit topics** (25% time)

* **Support, train and collaborate with program staff to enhance/encourage strong program delivery in all Bridge of Hope locations.** 
  + - Coordinate monthly All Staff Program Zoom calls to train/equip staff around specific topics of interest, engaging internal and external subject area experts as presenters.
    - Assist with welcome, orientation and launch of new program staff within the network, with an emphasis on equipping them to quickly begin serving families
    - Serve as back-up as needed for facilitating direct service calls
    - Assist with planning of annual Bridge of Hope conference
    - Provide initial training, on Zoom, for OneChurch site Neighboring Volunteers
  + **Assure that programmatic materials for locations’ use are current** and reflect Bridge of Hope priorities and core values.
    - Explore and produce new resources that engage and inspire network board and staff leadership.
    - Responsible to assure all network resources on Members Only are accurate, current and engaging.
    - Develop, update and enhance, on an ongoing basis, resources available to the network, including program standards, support, training and implementation tools
    - Coordinate the translation of program materials into Spanish, as deemed helpful for the network.

1. **Leadership Development of network staff and board** (15% time)

* **Resource and support the growth of network staff and board leadership**
* Develop and guide a strategy for leadership growth throughout the network.
* Guide the network partners in collaboration and growth opportunities
* Discover and promote opportunities for leadership development and growth, including
  + - * Plan annual topics and speakers for quarterly board training calls, hosting each Zoom session, and facilitating discussion/learning on the topic.
      * Plan annual topics and speakers for monthly fundraising calls, hosting each monthly Zoom session and facilitating conversation and shared learning on the topic across the network.
      * Actively coach individuals in leadership growth.
* Participate in the HOPE Standards & Covenant annual conversation process

1. **Network Communication** (10% time)

* **Coordinate network communications** to strengthen commitment to the mission of Bridge of Hope and build network cohesion
  + Assess through member surveys the needs of the network over time, to understand and anticipate trends, opportunities, and challenges for all locations.
  + Oversee monthly Network News & Notes (email blast)
  + As new projects emerge, find ways to engage the network in feedback and input on future direction.

1. **Other responsibilities as assigned by the CMO or CEO:** (5% time)

* As a member of the Location Support Team, works with other staff to promote growth of the national vision of Bridge of Hope and commitment to core Bridge of Hope values.
* Read and participate in professional development to remain current regarding issues related to homelessness in the United States and the church’s response, social work best practice and nonprofit leadership skill-building.

I have read and I understand the responsibilities and requirements of this position for which I have been employed by Bridge of Hope.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

September 2021