

Director - Adirondack Diversity Initiative

The **Adirondack North Country Association (ANCA)** is seeking a highly skilled individual with experience in diversity, equity and inclusion to serve as the Director of the Adirondack Diversity Initiative (ADI).

Purpose of Position:

ANCA, in collaboration with the ADI Core Team, a voluntary advisory committee who originated ADI, seeks a proactive, creative, collaborative, and highly skilled individual to serve as the Director of Adirondack Diversity Initiative. This person will need to bring a voice of reason, empathy and cultural sensitivity to the position. The Director of ADI will work collaboratively with the ADI Core Team, ANCA staff, and the State of New York in implementing the program providing strategic leadership and administrative oversight for researching, developing, implementing and maintaining a range of successful practices and programs to further ADI's mission. This position reports to the Executive Director of ANCA.

Location:

This position is based in the Saranac Lake office. The Director of ADI will spend part time working in the office and part time working remotely.

Duties and responsibilities:

Administration:

- Provide leadership, organization and structure on diversity issues.
- Assist with fundraising and grant writing.
- Implement the grant requirements including reporting and invoicing, with support from ANCA.
- Manage full and/or part time staff. In addition, may engage in hiring procedures, expectation setting, mentoring, and performance management, evaluation, and disciplinary processes.
- Performs other related duties as assigned.

Programming:

- Manage existing priority programs.
- Develop, organize, and execute a schedule of workshops, dialogues, community conversations, and symposia.
- Coordinating with the existing organizations and entities that have been working on diversity and inclusion with youth, educators, and the public.
- **Serve as an advocate on matters of diversity and inclusion.**

Marketing and Outreach:

- Outreach to diverse populations near the Park, build alliances, undertake diverse marketing initiatives with a focus on the intersection between diversity, social justice and economic issues.

- Counsel, advise, and consult with: partners; stakeholders; community members; Adirondack organizations; businesses; local, regional and state governments collectively to embrace the importance of building an inclusive, welcoming and safe North Country.
- Develop and strengthen ADI's response to local, regional and national flash-points, increase its influence and ability to execute its mission.

Qualifications & Skills:

- Bachelor's degree; 3-5 years of related professional experience (including experience in diversity coordination)
- Demonstrated expertise in successfully managing multiple complex projects often on tight timelines and potentially with conflicting priorities
- Demonstrated experience building and maintaining collaborative and trusting relationships with and among multiple stakeholders including staff, program partners, donors, media and government leadership
- Current and extensive knowledge in the field of equity, inclusion, diversity and cultural competency
- Recognized as a creative and practical problem-solver
- Experience with mediation & facilitation, and building trust with diverse groups
- Excellent verbal and written communication and interpersonal skills
- Experience with fundraising
- Experience working with disadvantaged or rural communities

Please note: Equivalent skills or experience could be considered in lieu of those noted above

Benefits & Salary: ANCA offers a competitive salary commensurate with experience, ranging from \$65,000 - \$75,000, plus a benefits package. ANCA is an equal opportunity employer and encourages candidates from diverse backgrounds. The Adirondack Diversity Initiative is funded by the NYS Environmental Protection Fund and other private donors.

Background:

The Adirondack Park is the largest park in the contiguous United. It is best known for its expansive pristine forests, lakes, rivers, and outdoor recreation opportunities. Unlike a national park, the Adirondack Park has no entrance and no entry fee, as it not only contains public land, but private lands as well where people live year-round.

Yet the Adirondack Park continues to suffer from multiple countervailing forces, which, if left unchecked, could further harm regional socioeconomic and cultural development. The population is largely white, and stands in marked contrast to the overall population of New York State, which is projected to become a majority minority state within the next ten years.

The **Adirondack Diversity Initiative** (ADI) was formed in 2015 with input from a broad swath of residents, activists, educators, and community leaders, who collectively gave the organizers two guiding imperatives:

- The Adirondack region should be welcoming to and inclusive of everyone.
- The Adirondack region should be relevant to and supported by an increasingly diverse New York State and national population

ADI has created and implemented several programs and initiatives designed around these imperatives.

For more information go to www.diversityadk.org.

Adirondack North Country Association: ANCA is a 64-year-old private, not-for-profit corporation located in Saranac Lake, NY. It has long-standing programs in a variety of community and economic development areas and benefits from a wide range of funding sources and membership support. ANCA programs include Entrepreneurial Economy, Clean Energy, Food Systems, Housing and ADI.

For more information go to www.adirondack.org.

Job Type: Full-time

Pay: \$65,000.00 - \$75,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

Monday to Friday

COVID-19 considerations:

We will make whatever accommodations are necessary to ensure our candidates feel comfortable during the interview process.

Ability to commute/relocate:

Saranac Lake, NY 12983: Reliably commute or planning to relocate before starting work (Required)

Work Location:

Hybrid remote in Saranac Lake, NY 12983

EOE/ Diversity Statement: ANCA is an equal opportunity employer and welcomes candidates from diverse backgrounds. ANCA encourages applications from persons who identify as Black, Indigenous, and People of Color, as well as other marginalized communities.

How to Apply: Please send a cover letter, resume and references to kmanion@adirondack.org. No phone calls please. **Please submit applications by November 30, 2022.**