

# Director, Community and Organizational Development

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## Posting Details

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### Position Information

Posting Number	SF01895
Job Title	Director, Community and Organizational Development
Position Number	109249
FTE	1.00
FLSA	Exempt
Position Type	Professional Staff
Union	Non-Union Non-Classified Staff
Pay Grade Level	Grade Level: 15
Pay Grade Range	Salary Range: Salary commensurate with education and experience
Status	Calendar Year, Full-time, Permanent

### Department Information

Department	Community Equity and Div.
Contact(s)	Please note: Job applications must be submitted directly online only at: ( <a href="https://jobs.uri.edu">https://jobs.uri.edu</a> )

### Contact Phone/Extension

### Contact Email

### Physical Demands

Campus Location Kingston

Grant Funded No

### Extension Contingency Notes

### Job Description Summary

The search will remain open until the position has been filled. First consideration will be given to applications received by **December 16, 2024**. Applications received after **December 16, 2024**, may be reviewed depending on search progress and needs, but are not guaranteed full consideration.

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### BASIC FUNCTION:

Advance the strategic priority of fostering an inclusive culture by working closely with the VP and AVP of Community, Equity & Diversity and other University administrators to design and deliver appropriate and adequate education, training, and resources to

the campus community.

Foster an inclusive and equitable campus environment through the development, facilitation, and evaluation of inclusivity training programs, and initiatives for faculty, staff, and students. Work collaboratively with various departments to ensure that inclusive principles are integrated into the University's operations, culture, and educational practices. Develop collaborative initiatives and programs that enhance a sense of community. Create and implement educational programs that enhance multicultural competencies.

## Duties and Responsibilities

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Develop and execute a comprehensive training and development strategy aligned with the University's mission of fostering an inclusive culture.

Utilize excellent presentation, facilitation, and communication skills to create and deliver engaging and impactful training modules, workshops, seminars, and online courses on topics that promote inclusion.

Conduct campus climate and needs assessments and key performance indicators to identify gaps and opportunities for inclusivity training and development across campus. Collect and report data on all training and development initiatives.

Support University departments and college committees in the development of their inclusivity goals and strategic plans consistent with University Strategic Plan.

Communicate progress towards inclusion goals and strategic plans to internal and external constituents.

Utilize best practices and innovative approaches to ensure the effectiveness of inclusive training programs.

Collaborate with subject matter experts and external consultants to enhance the quality and effectiveness of inclusive training programs.

Work closely with University leadership, human resources, academic departments, and student organizations to promote and integrate inclusive excellence principles.

Serve as a resource and advisor on inclusion related issues, providing guidance and support to university stakeholders.

Facilitate discussions, focus groups, and feedback sessions to gather input and foster dialogue on inclusive topics.

Develop metrics and evaluation tools to assess the effectiveness and impact of inclusivity training programs.

Monitor and report on progress towards inclusivity goals, providing regular updates to University leadership and the broader campus community.

Utilize data and feedback to continuously approve and refine inclusion training initiatives.

Stay current with emerging trends, research, and best practices in inclusion training and development.

Represent the University at conferences, workshops, and professional networks related to inclusive excellence.

Supervise undergraduate and graduate CED student assistants that support this work.

**OTHER DUTIES AND RESPONSIBILITIES:**

Develop effective marketing strategies using traditional and social media.

Perform all other duties as needed and/or assigned.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers and printers; word processing, database management, spreadsheet software. Microsoft 365, videoconference platforms, web page development and maintenance.

**Required Qualifications****REQUIRED:**

1. Bachelor's degree.
2. Minimum of seven years of experience in developing and presenting educational and/or training programs.
3. Demonstrated experience developing, implementing, and managing inclusivity initiatives.
4. Demonstrated organizational development experience.
5. Demonstrated ability to maintain confidentiality.
6. Demonstrated knowledge of assessment and learning outcome measurements.
7. Demonstrated experience with data-driven decision making.
8. Demonstrated computer skills (i.e., Microsoft 365, videoconference platforms, web page development and maintenance).
9. Demonstrated ability to multi-task in a deadline-driven environment.
10. Demonstrated strong interpersonal and verbal communication skills.
11. Demonstrated proficiency with written communication skills.
12. Demonstrated ability to work with diverse groups/populations.

**Preferred Qualifications****PREFERRED:**

1. Advanced degree in education, training, or community-development related field (i.e., higher education administration, human development, psychology, etc.).
2. Demonstrated experience working with governing federal and state laws and regulations (including Title VI, VII, and IX, VAWA, Campus SaVE, etc.).
3. Demonstrated familiarity with cultural humility and awareness of trauma-informed care practices.

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**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

**Environmental Conditions**

This position is not substantially exposed to adverse environmental conditions.

**Posting Date**

11/18/2024

**Closing Date**

**Special Instructions to Applicants** Please attach the following 3 (PDF) documents to your online Employment Application:  
(#1) Cover letter.  
(#2) Resume.  
(#3) "Other Document-References" – the names and contact information of three professional references. (Note: this document is required even though references may be listed on the application).

**Quicklink for Posting**<https://jobs.uri.edu/postings/14317>

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**Applicant Documents**

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## Required Documents

1. Cover Letter/Letter of Application
2. Resume
3. Other Document - References

## Optional Documents

None

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**Supplemental Questions**

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Required fields are indicated with an asterisk (\*).

1. \* Do you have a Bachelor's degree?
  - Yes
  - No
2. \* Do you have a minimum of seven years of experience in developing and presenting educational and/or training programs?
  - Yes
  - No
3. \* Do you have demonstrated experience developing, implementing, and managing inclusivity initiatives?
  - Yes
  - No
4. \* Do you have demonstrated organizational development experience?
  - Yes
  - No
5. \* Do you have demonstrated ability to maintain confidentiality?
  - Yes
  - No
6. \* Do you have demonstrated knowledge of assessment and learning outcome measurements?
  - Yes
  - No
7. \* Do you have demonstrated experience with data-driven decision making?
  - Yes
  - No
8. \* Do you have demonstrated computer skills (i.e., Microsoft 365, videoconference platforms, web page development and maintenance)?
  - Yes
  - No
9. \* Do you have demonstrated ability to multi-task in a deadline-driven environment?
  - Yes
  - No

10. \* Do you have demonstrated strong interpersonal and verbal communication skills?

- Yes
- No

11. \* Do you have demonstrated proficiency with written communication skills?

- Yes
- No

12. \* Do you have demonstrated ability to work with diverse groups/populations?

- Yes
- No

13. How did you hear about this employment opportunity?

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Website
- Other