

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Director, Diversity, Equity & Inclusion
DEPARTMENT: Office of the CEO
LOCATION: Los Angeles Campus

PRINCIPLE RESPONSIBILITIES:

In cooperation with the President of the American Film Institute and the Dean of the AFI Conservatory, the Director, Diversity, Equity & Inclusion (DE&I) will implement a robust and comprehensive vision to create a collaborative, equitable and dynamic community at the American Film Institute.

Combining a robust knowledge of the film and television industries with demonstrated experience managing programs, processes and groups designed to increase awareness and understanding, the Director, DE&I will collaborate with all stakeholders across AFI to create an action plan to support constituents of the Institute.

The Director will also work to eliminate systemic organizational marginalization and promote inclusive and anti-racist practices evidenced through structures, customs and leadership. This position requires an inspiring, collaborative, courageous, innovative and visionary leader with outstanding people and management skills.

PRINCIPLE DUTIES:

- Create and implement a five-year strategic plan for Diversity, Equity and Inclusion at AFI, with special interest paid to:
 - On-boarding protocols for all new staff, faculty and Fellows.
 - Regular programming that continues to evolve an ongoing collective and comprehensive understanding of the challenges faced by underrepresented communities.
 - A recruitment strategy that leverages relationships with diverse communities and the LGBT+ community to enhance AFI's reputation and increase visibility of these groups among the AFI constituency.
- Design learning opportunities and forums to foster open dialogue and discussions surrounding cultural proficiency to build stronger relationships between staff, faculty and Fellows of all backgrounds.
- Devise and oversee goals, policies, training, tools, change strategies, metrics, and accountability structures for the DE&I function that best promotes its mission.

- Support continuous learning across AFI while providing guidance and consultation to staff to ensure all segments of the population maintain an equitable chance for success and growth within our programs and operational functions.
- Other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor’s Degree required, Master’s preferred.
- Experience leading diversity & inclusion initiatives.
- Knowledge and understanding of the issues surrounding access, equity, diversity, inclusion, implicit bias, and institutional racism; ability and experience developing and implementing strategies to identify and define complex equity and inclusion issues.
- Experience communicating effectively to front-line staff, managers, executive leadership, teams, Board members, partners and diverse stakeholder groups.
- Experience developing relationships with underserved or underrepresented communities, diverse communities and differently able communities.
- Knowledge and experience facilitating and leading challenging conversations.
- Knowledge of employment law as it relates to competency-based hiring.
- Knowledge of best practices and innovative talent trends in the marketplace.
- Knowledge of gathering, analyzing and reporting diversity & inclusion metrics.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Director, Diversity, Equity & Inclusion performs all duties and responsibilities under the guidance and supervision of the President and CEO.

FULL-TIME	<u> X </u>	If full-time, number of months per year <u> 12 </u>
PART-TIME	<u> </u>	If part-time, number of hours per week <u> </u>
REGULAR	<u> X </u>	TEMPORARY <u> </u>

INCUMBENT:

DOH:

Employee's Signature Date

Supervisor Date