



<b>POSITION TITLE</b>	Chief Diversity and Inclusion Officer		
<b>STATUS</b>	Exempt, Full-time		
<b>REPORTS TO</b>	Diversity Committee Chairs and Chief Operating Officer		
<b>DATE</b>	July 2016	<b>APPROVED</b>	Month Day, Year

**POSITION SUMMARY**

The Chief Diversity and Inclusion Officer (CDIO) will direct and provide leadership to the Diversity Committee in identifying and evaluating current best practices in diversity and inclusion. The incumbent will research, track and analyze information with respect to firm recruitment, retention and promotion of women and diverse attorneys. The CDIO will collaborate with the Administrative departments to ensure there is an integrated Firm-wide approach to diversity and inclusion, ultimately creating a culture that values different perspectives and recruits and retains the best talent.

This position does not have direct supervisory responsibility.

**EDUCATION AND EXPERIENCE**

- College degree required; JD or graduate degree in Organizational Development or related field preferred.
- Prior leadership experience in Diversity and Inclusion or Professional Development field required.

**POSITION COMPETENCIES**

- Strong verbal and written communication skills.
- Self-motivated with excellent organizational skills and attention to detail.
- Highly professional with a strong customer service orientation, commitment to meeting deadlines, and ability to manage competing priorities in a fast-paced and dynamic environment.
- Strong professional, independent thinking skills with strength in problem solving and the ability to offer constructive opinions and creative solutions.
- A team player who motivates and educates other team members and is able to create and motivate behavioral change.
- Regular and predictable attendance is an essential function of the position.

**POSITION RESPONSIBILITIES**

<b>RESPONSIBILITY</b>	<b>DESCRIPTION</b>	<b>TIME SPENT</b>
Diversity & Inclusion	<ul style="list-style-type: none"> <li>• Identify and recommend best practices for law firm diversity and inclusion to the Diversity Committee and others.</li> <li>• Direct the implementation of the Firm's Diversity Action Plan and monitor the progress.</li> <li>• Create and implement initiatives to recruit, retain and promote diverse Partners and employees.</li> <li>• Prepare and monitor the annual budget for the Diversity Committee in consultation with Committee Chair(s).</li> </ul>	100%

	<ul style="list-style-type: none"> <li>• Partner with the Marketing department to create Diversity and Inclusion communications.</li> <li>• Encourage and oversee collaboration between the Board of Directors, the leadership team, the diversity committee, practice leaders, the recruiting committee, the associate development and mentoring committee, and our marketing/business development teams to integrate diversity and inclusion into everyday thinking and foster an enhanced culture of diversity and inclusion. Act as a liaison between these groups and diverse attorneys.</li> <li>• Serve as a liaison between the Firm's Diversity Committee and external organizations, including reviewing requests and making recommendations for sponsorships and firm contributions.</li> <li>• Support the Firm's affinity groups, including meeting with affinity group leaders to plan and schedule affinity group events and programs.</li> <li>• Organize all Diversity Committee and related meetings; prepare meeting agendas and minutes.</li> <li>• Attend diversity recruiting and other diversity events as directed.</li> <li>• Coordinate the production of Diversity and Inclusion materials.</li> <li>• Maintain and report the Firm's diversity statistics internally and externally.</li> <li>• Oversee all diversity related surveys.</li> <li>• Other duties related to the Firm's diversity and inclusion efforts as required.</li> </ul>	
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