

Director of Diversity, Inclusion, and Community Outreach (Snell & Wilmer LLP)

Snell & Wilmer seeks to hire a driven self-starter to join the Snell & Wilmer team to oversee the firm's Diversity & Inclusion, Women's Initiative, Community Involvement/Pro Bono, and Alumni Programming efforts. The successful candidate will enjoy working in a team atmosphere. Position will include Interactions with firm leadership in all offices and community engagement in each of our markets will be expected. Duties will include:

- Advance the work of the firm's Committee on Diversity & Inclusion
 - Work closely with Committee on Diversity & Inclusion chairs in designing, developing, monitoring and implementing strategies that advance our firm's commitment to creating a diverse and inclusive workplace, including programs designed to attract and retain diverse talent.
 - Provide administrative support to the Committee, including drafting meeting agenda in consultation with committee chairs, tracking progress of yearly goals, and attending regular Committee meetings.
 - Oversee the firm's Fellowship for Advancement ("FAR"), including building relationships with FAR schools, promoting the FAR program, and taking responsibility for all applications through final selection. Work with the Committee on Diversity & Inclusion to continue to improve the FAR program.
 - Design and monitor process to track diversity & inclusion engagements of our attorneys and offices.
 - Work with the Marketing Department in building the firm's reputation as a leader with respect to diversity & inclusion efforts (through surveys, RFP's, external press releases, formal and informal networking in each of our markets, and publications in magazines and professional journals).
 - Manage the firm's collaboration clients on diversity & inclusion matters.
 - Monitor external best practices relative diversity & inclusion.

- Advance the work of the firm's Women's Initiative Committee
 - Work closely with Women's Initiative Committee chairs and members in developing and monitoring identified strategic initiatives.
 - Provide administrative support to the committee, including drafting meeting agenda in consultation with committee chairs, and tracking progress of yearly goals.
 - Monitor external best practices and recommend appropriate new initiatives or modifications of existing ones.
 - Track success in firm efforts and report progress to internal and external stakeholders.
 - Support the committee's hiring, retention, and business development efforts.

- Advance the work of the firm's Community Outreach Committee
 - Develop and support community outreach events.

- Coordinate and facilitate the firm's community involvement and pro bono activities in consultation with committee chairs.
 - Track and report attorney efforts.
 - Coordinate commitments with community pro bono groups.
 - Build and develop Attorney Alumni Program, including website.
 - Plan periodic Attorney Alumni events, including milestone celebrations.
- Monitor developments in Diversity and Community Outreach programming through attendance at selected conferences and involvement in local chapters and report accordingly.
 - Other duties as assigned.

The ideal candidate will possess a Bachelor's degree coupled with at least five or more years of experience related to workplace diversity, inclusion and culture. Experience measuring and improving effective diversity and inclusion programs is preferred. A JD or Master's degree is a plus. Experience working in a large law firm with multiple offices is helpful. Strong organizational and presentation skills, work ethic, initiative, and sense of urgency are also very important. Occasional travel to other offices required.

Snell & Wilmer offers a competitive performance-based compensation and benefits package, including health and life insurance, 401K, profit sharing, tuition reimbursement, and employee assistance program. Snell & Wilmer is an Equal Employment Opportunity employer.

To explore this opportunity, send your resume to lwickliff@swlaw.com.