



Equity, Impact, and Anti-Racism Manager

Position Description

Full-Time

Position: The Literacy Lab is seeking a full-time Equity, Impact, and Anti-Racism Manager to join our team. This role supports the organization in its equity and anti-racism work. In collaboration with the Director of Equity, Impact, and Anti-Racism, the manager will support the implementation of various organization-wide initiatives connected to a multi-year strategic plan that centers staff, Fellows, and Tutors across the organization. In partnership with people across The Literacy Lab, the Equity, Impact, and Anti-Racism Manager will facilitate the transformation of the organizational culture to ensure that equity and anti-racism are embedded in all organizational functions and that we honor our values.

About The Literacy Lab: The Literacy Lab is a fast-paced, nonprofit organization whose mission is to provide children in marginalized communities with individualized instruction to improve their literacy skills, leading to greater success in school and increased opportunities in life. We partner with school districts to add capacity in high-need schools to close the literacy achievement gap for children before third grade. The organization currently operates in 9 regions; metro Washington DC; Greater Richmond; Hampton Roads, Danville, VA; Baltimore, MD; Kansas City, MO; Milwaukee, WI; Atlanta, GA; Phoenix, AZ; Cincinnati, OH; and Western Massachusetts.

Responsibilities: The Equity, Impact, and Anti-Racism Manager will report to the Director of Equity, Impact, and Anti-Racism (EIAR) and will perform the following functions:

- Collaborate with the Director of Equity, Impact, and Anti-Racism to support Senior and Regional leadership in identifying goals and priorities for Equity and Anti-Racism within their respective teams
- Implement the Equity and Anti-Racism Coalition strategy to lead on organization-wide equity and antiracism initiatives
- Facilitate the development of staff knowledge and competencies on various equity and anti-racism topics through training, discussions, and resources that support personal, professional, and organizational transformation
- Develop and facilitate organization-wide celebrations
- Develop a central library of Equity and anti-racism training and other resources that would be accessible to all Staff, Tutors, and Fellows

- Collaborate with organizational leaders to provide equity-focused and anti-racist support and resources, and implement new initiatives
- Support the Director of Equity, Impact, and Anti-Racism with the execution of a multi-year strategic plan priority that promotes Diversity, Equity, Inclusion, and Anti-racism within the organization
- Understand current research and practices to recommend any necessary policy changes within every department
- Serve as a thought leader and point of contact on current trends and best practices in the equity and anti-racism field
- Engage in continued learning and continue personal growth & development to understand personal bias.
- Engage in succession planning as an active aspect of the role, and ensure that legacy documents are produced and updated
- Fulfill other duties as assigned

Qualifications:

- Commitment to The Literacy Lab’s mission and vision and alignment with the organizational values
- Personal and professional commitment to anti-racism and equity learning and work; a proven record of implementing equity and anti-racist initiatives
- Curiosity and continuous learning about current equity and anti-racism topics/trends
- Strong spoken and written communication skills.
- Experience facilitating and presenting to small and large groups
- Ability to analyze quantitative and qualitative data and provide recommendations
- Experience with leading difficult conversations
- Strong problem-solving skills and willingness to address challenges
- Ability to work with and among a range of diverse community members (e.g., staff, Fellows, Tutors, students, and other school community members)
- Time and project management skills with an ability to manage and prioritize multiple high-level projects involving multiple people simultaneously
- Foundational knowledge of human resources compliance
- Personal and lived experience and/or a bachelor’s degree

Start Date: November 14, 2023

Work Location: This position will ideally be based in one of The Literacy Lab’s regions (AZ, DC, GA, MA, MD, MO, OH, VA, WI). We will consider applicants from outside of those regions on a case-by-case basis.

Compensation and Benefits:

The salary for this position is \$70,000. Benefits include a flexible work environment, employer-paid health and dental insurance (employee only), employer-paid short and long-term disability, employer-paid life insurance, a 403b retirement plan, and paid vacation.

Work Demands:

This position may require out-of-town travel of approximately 5-10 nights per year for training, staff events, and conferences as well as travel within the DC region to complete duties and tasks. Performance of duties may require occasional evening or weekend work.

APPLICATION DETAILS: Please send a cover letter, resume, and three references with contact information via email (with the subject **ATTN: Equity, Impact, and Anti-Racism Manager**) to jobs@theliteracylab.org.

The Literacy Lab is an equal opportunity employer. The Literacy Lab's policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran. The Literacy Lab participates in the federal government's E-Verify program to determine employment eligibility. To learn more about the E-Verify program, please click [here](#).