



Position Description

Position Title: Manager, Diversity Equity, and Inclusion

Reports to: CEO

Date: January 2024

The South Bend – Elkhart Regional Partnership is a collaboration of the economic development partners from 47 smart, connected communities in northern Indiana and southwest Michigan focused on accelerating regional competitiveness and inclusive economic growth through job creation, execution of strategic initiatives, and capital investment through collaboration. The Partnership works to strengthen our region’s global sectors, prioritize talent, and tell our story.

Our goals are to attract new funding for regional economic development projects, startups, and established companies; support initiatives and partners that align to the Regional Economic Development Strategy; share and glean knowledge with and from entrepreneurs, college students, apprentices, partners, and members. Share about the SBE region to external audiences.

Our guiding principles are stakeholder engagement and collaboration, organizational excellence, and diversity, equity, and inclusion. Our core values are humility, do what we say we’re going to do, and inclusive collaboration.

Position Objective:

This position will manage and support various diversity, equity, and inclusion (DEI) initiatives within the South Bend – Elkhart region. This position will collaborate with various organizations and initiatives to ensure DEI principles are integrated into all aspects of economic development efforts, ultimately leading to an increase in minority household incomes and per capita personal income for the region’s residents. This role will support the South Bend – Elkhart Regional Partnership’s efforts in executing DEI programs to enhance employer capacities within the South Bend – Elkhart region. The role will support program performance, project management and delivery, partner relationships, program evaluation, and reporting for DEI programs. The individual will support sustainability planning for the overall portfolio of programs.

Primary Responsibilities:

Execution of Regional Economic Development Strategy: Diversity, Equity, and Inclusion Initiative

Stakeholder Engagement

- Build and maintain relationships with DEI Committee members and DEI thought leaders, as well as community and civic partners in the SBE region.
- Maintain the official records of the committee, including scheduling and sending notices of meetings, attending and transcribing minutes.
- Manage the execution of strategic projects devised by the committee.
- Assist in fund raising efforts, budgets, and regular financial reporting, as needed.
- Prepare reports, letters, memos, correspondence, charts, presentation materials, etc.
- Ensure compliance with Regional Partnership charter, committee mission, and any relevant agreements.

DEI Initiative Convenings

- Work with initiative chair on the coordination of DEI related meetings and events (including



- securing venue, preparing agenda, drafting minutes, and following up on action items).
- Work closely with initiative chair to track metrics and provide reporting materials to the South Bend – Elkhart Regional Partnership board.

Project and Program Management

- Creation of a practitioner council in collaboration with the DEI committee.
- Creation of a regional DEI forum to be leveraged as a platform to educate and engage around the topic of DEI in all facets of company engagement.
- Develop and promote the business case for improving DEI in area businesses and organizations.
- Create communication, marketing, and public relations strategies that amplify the stories of women and minority professionals in our region.
- Manage research and implement best practices from other similarly focused initiatives.
- Maintain communications and engage with volunteers interested in providing support to the DEI efforts.
- Manage outside consultant and partner relationships for HustleSBE, the Regional Partnership's Minority and Female business bootcamp.

Experience:

- Four or more years of relevant work experience preferred.
- Direct experience within DEI, economic development, program management and other key job functions preferred.

Education:

- Bachelor's degree required.

Required Skills:

- Excellent interpersonal and relationship building skills with a collaborative attitude and willingness to work closely with multiple stakeholders in an open network environment, including public and private sector leaders.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with senior management, board of directors, and staff.
- Passionate about the South Bend – Elkhart Regional Partnership's mission and core values.
- Commitment to high quality work, continuous improvement, and accountability.
- Highly resourceful team-player, with the ability to be effective independently.
- Highest ethical standards, requiring honesty, integrity, respect and proven ability to handle confidential information with discretion.
- Proficient with Microsoft Office 365, project management software (Asana), and CRM software (Salesforce).



This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account or the way each procedure or task is performed.

Cultural Competencies and Commitment

- Entrepreneurial spirit
- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic
- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status, or any other status protected by state or federal law.

Salary and Benefits

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation, and sick days.

Please submit your resume and cover letter to Lori Flotow at lflotow@southbendelkhart.org.