



Director, Diversity, Equity, and Inclusion (DEI)

The **Director, DEI** is responsible for developing and implementing a strategy for the DEI practices and culture of the chapter. This role reports directly to the VP Membership Relations. The ideal candidate has experience collaborating with executive leadership and developing DEI strategies for other organizations, is passionate about achieving DEI objectives as well as seeking overlooked opportunities to optimize a DEI strategy with members and partners of AMA Chicago.

Responsibilities:

- Develops a strategy and goals for improving our DEI practices and culture by committee.
- Uses the chapter social channels to provide enlightenment to AMA Chicago's community on the concepts and terminology around diversity, equity, and inclusion.
- Guides efforts to create an inclusive and welcoming environment for all AMA Chicago members.
- Builds / maintains relationships with organizations and encourages participation in AMA Chicago events and programming. Tracks participation in the chapter.
- Is familiar with AMA Support center DEI chapter resources and attends DEI events
- Works directly with chapter VP and Director of Communications to ensure diversity initiatives and messages are communicated and implemented.

Time commitment and reporting requirements:

- Serves up to 10 hours per month, depending on the time of year.
- Oversees volunteers on the membership committee dedicated to the Diversity, Equity and Inclusion strategy.
- Attends monthly Membership Relations meetings (1st Monday of each month) to report out on DEI progress and activities.
- Works with Marketing Insights committee to establish and maintain DEI KPI spreadsheet.
- Meets with Committee VPs to check the status of DEI objectives, ideate and strategize on a bi-monthly basis.
- Attends DEI Townhalls and events hosted by national organization; provide information to committees as appropriate.
- Attends a minimum of four-chapter events and programs.
- Attends monthly board meetings.

Experience requirements:

- Degree in marketing, advertising, communications, or related field with experience leading diversity advocacy initiatives.
- Excellent interpersonal and communication skills.
- Ability to work cross-functionally, coordinating across a large, dynamic organization with multiple board members and committees.
- Volunteerism with AMA Chicago chapter for at least (6) months.