



Rockefeller Brothers Fund

Philanthropy for an Interdependent World

Employment Announcement: Special Assistant to the Chief Diversity Officer

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as "RBF pivotal places": subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund's substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places, China and the Western Balkans, and is launching a third, Central America, during 2021. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund's programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund's activities.

Position Summary

The Rockefeller Brothers Fund seeks a Special Assistant to the Vice President for People and Culture/Chief Diversity Officer (VPPC/CDO) to advance race and gender equity and a deeper sense of belonging at the RBF. The incumbent will support the Fund in advancing these efforts with a strong emphasis on the lived experiences of Black, Indigenous, Latinx, and Asian colleagues; women; and people who are gender-nonconforming. The incumbent will manage assigned People and Culture projects, such as employee engagement on Organizational Culture initiatives as well as other institutional diversity, equity, and inclusion (DEI) priorities. The Special Assistant will also manage all related logistical and administrative tasks and will perform other assignments as assigned by the VPPC/CDO.

Key Responsibilities

Learning and Development

- Support the RBF's goal of becoming an anti-racist and anti-sexist institution by partnering with Vice President, People and Culture/Chief Diversity Officer to develop and implement curricula that support the learning and development of individual staff, teams, and the institution as a whole.
- Partner with VPPC/CDO to translate input from employee engagement into learning and development content targeting the needs of functional teams, RBF groups, and/or the broader institution.

- Develop and manage measurement and feedback surveys e.g., supplemental equity audits, or other employee engagement reviews. Report on qualitative and quantitative transformation outcomes that are informing the Fund's ability to become an anti-racist and anti-sexist institution. Report to the VPPC/CDO on employee engagement progress informed by a deeper sense of belonging, with an emphasis on the workplace experiences of Black, Indigenous, Latinx, and Asian colleagues; women; and staff who are gender-nonconforming.
- Participate in the administration of the annual 360 review processes and correlate Leadership Indicator outcomes with the progress of transformation to an anti-racist and anti-sexist institution.
- As requested, accompany CDO to external learning and development and other DEI-focused engagements to ensure continued best practices at the Fund.
- Support the VPPC/CDO and CEO's DEI engagements with external stakeholders and partners.
- Lead all DEI orientation and onboarding requirements for new staff.

Employee Resource Group Liaison

- Coordinate and nurture the RBF's staff affinity groups that allow for lived-experiences to be surfaced and shared among staff of color; women; and gender-nonconforming colleagues.
- Design and implement tailored solutions and training content aimed at increasing deeper sense of belonging, with an emphasis on Black, Indigenous, Latinx, and Asian colleagues; women; and staff who are gender-nonconforming.
- Partner with Operations and other departments (e.g., The Pocantico Center), to ensure that the RBF's physical spaces support its goals of becoming anti-racist and anti-sexist. As necessary, coordinate such efforts with employee resource groups.

Project Management, Logistics & Administration

- **Data Collection, Analysis, and Reporting:** Implement the VPPC/CDO's requests around data gathering and reporting for DEI outcomes. Design surveys, follow-up with respondents, analyze results, and participate in drafting reports.
- **Staff and Trustee Engagement:** Support VPPC/CDO's strategic and institution-wide organizational development efforts, DEI in particular, by managing the logistics and administrative functions.
- **Team Specific Support:** Support VPPC/CDO's collaboration with RBF teams to ensure synergy of the teams' DEI efforts.
- **Talent development:** Oversee the RBF internship program to expand the Fund's ability to contribute to the development of a diverse pipeline in the philanthropic and nonprofit sector. Oversee the RBF Employee Recognition program.
- Take notes at select meetings.
- Ensure effective knowledge management for Organizational Culture efforts.

Skills and Abilities

- Sound understanding of contemporary institutional DEI efforts with experience in advancing race and gender equity. Lived experience on social justice issues is a requirement.

- Project management of disparate focus areas including the ability to translate visionary concepts to focused ideas, strategies, and projects.
- Ability to provide support that is responsive and sensitive to the needs and current capacity of the transformation phase of the organization. The role may evolve in line with the transformational needs of the Fund and adaptability is key for success.
- Ability to motivate and encourage staff to accomplish their responsibilities while centering institutional DEI expectations.
- Facilitation skills within nonprofit, academia, governmental, etc., sectors.
- Demonstrated leadership in the design, development, and implementation of adult learning curricula.
- Excellent communication skills and the ability to frame issues clearly in written communications.
- Ability to understand and apply computer and other information technologies to efficiently accomplish your work.
- Knowledge of social research methods and ability to perform basic social statistical analysis.
- Capability to work on many projects and activities simultaneously.
- Strong administrative and logistical skills.

Education, Experience, and Knowledge

- Bachelor of Arts or Bachelor of Science or equivalent degree, including coursework in liberal/social and/or political science, or other relevant subject areas and six years' work experience, OR;
- Master's degree with five years of relevant work experience.

Expectations of All Positions

Each employee is expected to:

- Understand and support the philanthropic mission of the RBF.
- Respect and value those who partner with or request assistance from the RBF.
- Manage the resources of the RBF in a manner that maximizes the funds available for charitable activity.
- Advance the Fund's vision of becoming an anti-racist and anti-sexist institution. Support diversity, equity, and inclusion efforts in core responsibilities and institution-wide efforts.
- Respect the contribution of each employee of the RBF and support colleagues in fulfilling their individual responsibilities.
- Appreciate differences in perspectives and point of view and work collaboratively with colleagues toward shared goals and objectives.
- Commit time to RBF activities and conversations that strengthen the Fund's culture and improve its effectiveness.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The Fund is an anti-racist and anti-sexist institution ([read more here](#)). We offer a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

Given restrictions in place to curb the spread of COVID-19, this role will begin working remotely with the expectation of reporting to the RBF's New York City office (475 Riverside Drive) when conditions allow.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to employment@rbf.org. Include *Special Assistant to the Vice President, People and Culture/Chief Diversity Officer* on the subject line of your email. No telephone or fax inquiries please. Application deadline is **March 26, 2021**.

For additional information please visit our website at www.rbf.org.