

## **WELLSPRING PHILANTHROPIC FUND**

### **CHIEF DIVERSITY, EQUITY, INCLUSION AND BELONGING OFFICER**

#### **The Organization:**

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs, administer grants and monitoring grantee performance; and work to promote the effectiveness of programs that receive foundation grants.

#### ***Background***

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to the advancement of social justice, including gender, racial and economic justice. Consistent with our social justice mission, beginning in 2015, Wellspring undertook an intentional process to examine and strengthen our internal culture and practices around diversity, equity, inclusion, and belonging (DEIB). Our broad goals have been to deepen and sustain a culture where a diverse staff enjoy an equitable and inclusive workplace where they can bring their fullest, best selves to their work; where internal policies affecting our staff are developed, implemented and assessed with consideration for equity and inclusion; and where our staff have the skills and resources to flourish and support each other in a diverse workplace.

This internal work has been championed by the President and implemented by the Executive Committee, in close partnership with internal staff who comprise Wellspring's Racial Justice Advisory Group (RJAG), and with guidance from external consultants who specialize in working with leadership and on advancing racial equity and racial justice. The work has included individual and group coaching for members of the Executive Committee; trainings for all staff; guidance and requirements for visitors who interact with our staff, and the development and substantial implementation of a multi-year Racial Justice Action Plan.

The next step in advancing our DEIB program is to hire a full-time experienced, senior level professional to anchor this important work.

The **Chief DEIB Officer** will champion, promote, and help shape and implement Wellspring's internal DEIB strategy to include the equity initiatives on race, and expand them to encompass gender, sexual orientation, gender identity, and disability throughout Wellspring. They will focus principally on sustaining and strengthening our internal culture, policies, and practices, and will also serve as a resource to our program and grants management teams in their efforts to more effectively serve our grantees and the fields that we support.

**Position Overview:**

***Location:***

- Wellspring has offices in New York, NY, and Washington, DC. It is anticipated that this leader will be based in and work out of our New York City office with ability to travel between our NYC and DC offices regularly.

***Reports to:***

- President; serves as a member of Wellspring's Executive Committee

***The Chief DEIB Officer will continue to build on Wellspring's DEIB work and align our internal culture with our mission as a social justice philanthropy.***

Reporting to Wellspring's President and as part of Wellspring's Executive Committee, this leader will work closely with internal advisory groups and the Learning and Evaluation staff on the design, development and implementation of the Action Plans as well as developing an organization-wide learning agenda, to include plans to advance race, gender, sexual orientation, gender expression and identity and disability inclusion and belonging at WPF. Our expectation is that the Chief DEIB Officer will work with others at Wellspring to define the appropriate outcomes for us vis-à-vis our culture and efforts to be inclusive and welcoming to all staff.

Developing a basis for measuring the effectiveness and impact of our DEIB initiatives will be a critical component of the Chief DEIB Officer's workplan.

They will have a proven ability, and experience in, leading racial equity and inclusion initiatives, and effectively shifting organizational culture to meet DEIB goals. They will also have expertise in the areas of gender, sexual orientation, gender identity and disability inclusion.

They will manage an approximately \$500,000/year budget for DEIB activities, which will include funds to hire consultants (including, if needed, to support Affinity groups and other activities) and conduct trainings (, in collaboration with the Learning and Evaluation and Human Resources teams). Funds will also be available to support an additional staff member as needed. The Chief DEIB Officer is expected to provide oversight of outside consultants to enhance internal learning and other activities related to accomplishing WPF's DEIB action plans.

**Key Responsibilities:**

In alignment with Wellspring's commitment to inclusive decision-making, the Chief DEIB Officer will work with the Executive Committee, Human Resources and other Operations teams (IT, Communications, etc.) and advisory groups to undertake the following activities:

- Lead the development of a new multi-year organization-wide DEIB strategy to advance racial, gender, sexual orientation, gender identity and disability inclusion and belonging.
- Translate said DEIB strategy into actions including:
  - working with the Executive Committee, Learning and Evaluation, other departments, other advisory groups and outside consultants as needed to develop and implement a DEIB learning agenda for all staff – including staff-wide and targeted trainings, as well as onboarding for new staff;
  - assisting advisory group and staff across the organization on identifying, coordinating, and implementing DEIB initiatives;
  - determining the resources necessary to guide leaders to advance the DEIB strategy; and assessing current policies and practices and recommend changes to mitigate bias and/or inequities.
- Establish and support employee Affinity Groups, ensuring their impact and effectiveness across the organization.
- Work with the Communications team to develop effective internal communication and outreach approaches on DEIB.
- Enhance culture across the foundation through opportunities that support improved relationships and collaboration, among people and teams, that are characterized by respect, transparency, accountability.
- Serve as a resource to our program and grants management teams in their efforts to more effectively serve our grantees and the fields that we support.
- In coordination with our Learning and Evaluation Staff, our internal advisory groups, and outside consultants as needed, develop a framework for measuring our progress in advancing our DEIB goals.

**Knowledge/Skills/Qualifications:**

***Desired Knowledge Base***

- Understands and values social justice, including racial and gender equity as an organizational operating principle - and is committed to continued learning on issues related to race, gender, disability, equity, diversity, and inclusion.
- Passionate experience of, commitment to and belief in Wellspring's mission and vision.
- Understanding and embodiment of Wellspring values, including humility and teamwork.
- Experience working on racial justice and DEI in an international organization or context is desirable
- Experience in gender and disability work is strongly preferred.
- A background in philanthropy is not required.

***Desired Skillset and Experience***

- A minimum of 10 years of experience with leading diversity, equity and inclusion work.
- A demonstrated track record of working across the lines of race, gender, sexual orientation, gender identity, disability, class, and culture, as well as other differences.
- A demonstrated track record as a collaborative of diverse teams who values respect, care and empathy; cross-cultural competence.
- Excellent communication skills especially active, deep listening.
- Able to productively engage and influence people at all levels.
- Experience managing a budget and staff.
- Ability to handle confidential donor information with complete discretion.
- Demonstrated project management skills with the ability to plan and manage multiple competing priorities on different timelines.
- Good judgment; ability to work independently and manage own time.
- Ability to learn quickly when confronting new issues and priorities.
- Authorization to work in the United States.

**Salary & Benefits:**

- Salary range: \$250,000-\$300,000 based on experience.
- Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums for spouses, domestic partners and qualified family members).
- Additional benefits include life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, and transgender-inclusive healthcare.

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- Wellspring hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law, e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.

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To apply, please contact:

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Your application should include the following information in PDF format:

- a current resumé;
- a thoughtful cover letter;
- your salary requirements;
- one writing sample relevant to DEIB training initiatives (no more than 5 pages). Wellspring will not use the writing sample in their work.

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Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world. As part of this commitment, we seek to provide any reasonable accommodations necessary to ensure equity, including during the application process. Requests should be sent to our search firm, Bridge Partners.

Applications will be considered on a rolling basis,  
so we encourage you to submit your interest as soon as possible.