Chief Diversity Officer (CDO)

BACKGROUND: As part of the Seminary’s discernment and strategic planning, we recognize that we are a community called to honor diversity, equity, inclusion and belonging (DEIB) within our core principles. Our Christian devotion urges us to seriously contemplate the value of human difference and the God-given dignity of every person. Informed by on-going reflection on our history and culture, Princeton Theological Seminary is seeking a Chief Diversity Officer who can further enrich our community’s engagement and our theological reflection on DEIB in our contemporary experience.

JOB PURPOSE: The CDO will serve as a strategic and visionary leader and a proactive catalyst for unifying stakeholders across campus around a foundational vision for DEI initiatives. This position was redesigned building on the Seminary’s internal work, reflection and ongoing commitments; it’s scope conveys our sincerely held belief about the value of human difference and dignity. The position reports directly to the President and is a member the president’s senior leadership team. The CDO will actively seek to develop relationships with individuals and offices across the campus and demonstrate the ability to lead with strategy and innovation, particularly around change management. The CDO position is multidimensional, working for systemic change, with key priorities and a focus on:

a. Fostering a diverse, inclusive, and caring campus climate, as well as aligning and integrating a wide range of existing and new initiatives to advance a culture of equity, inclusion, and belonging; promoting a shared sense of mission so that work of embracing difference and promoting a sense of belonging is part of the role and work of every member of the Seminary Community
b. Integrating DEI content throughout the student experience (curricular and co-curricular offerings) for improved student engagement, belonging, and success;
c. Building bold and contemporary strategies to recruit, retain, and develop a more diverse community of faculty, staff, and students;
d. Collaborating with local community leaders and organizations to promote equity and inclusion in the wider community

ESSENTIAL FUNCTIONS:

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<td>Strategic Leadership</td>
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<td>Leads implementation of the Seminary’s plan for inclusive excellence in collaboration with senior administration to ensure that the institution’s commitment to diversity, equity, and inclusion is embedded throughout all aspects of the organization</td>
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<td>Advises the Seminary President and the leadership team on diversity, equity, and inclusion matters, collaborating to create, implement, and monitor programs designed to advance strategic priorities and policies related to diversity, equity, and inclusion</td>
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Serves as internal consultant and subject matter expert; consults and provides coaching to Seminary staff and faculty to support strategies required to accomplish inclusive excellence goals; stays current on regulatory and professional practice developments.

**Programmatic Impact**

Develops, implements and assesses strategies and programs, consistent with the Seminary mission, to increase organizational and individual cultural fluency through student, staff, and faculty development opportunities in partnership with other professional development efforts, e.g. orientation, onboarding, in various training/retreat settings; Utilizes research tools and methodologies to design, deliver, and assess training and development opportunities, conducts assessments to determine development needs; tracks participation and engagement.

**Collaboration across the Seminary**

Coordinates with academic leadership to build cultural competency and best practices in culturally relevant pedagogy in advancing the success of underrepresented students. Serves as an ex officio member of the Faculty’s Advisory Committee on Diversity.

Oversees the leadership and direction of student equity and inclusion services to support an educational experience where diversity and inclusion is valued. Works in close collaboration with the Student Life Team to provide support to diverse students and create educational programs and services focusing on cultural fluency.

Collaborates with Chief Human Resources Officer to promote diverse and inclusive recruitment, retention, and development strategies for faculty and staff.

Collaborates closely with the Title IX/VI practitioners’ group on matters that promote our community’s culture of respect.

Collaborates with a variety of existing structures and groups to integrate on-going initiatives, i.e. academic centers, such as the Center for Black Church Studies, Center for Asian American Christianity, Center for Women Theology and Gender and the Implementation Committee in response to the Princeton Seminary Audit on Slavery

**Analysis and Action**

In collaboration with institutional research staff, conducts a variety of analytical studies; develops and reviews reports of findings, alternatives, and recommendations.

Collaborates with grants department in seeking, securing, and managing grant funding for inclusive excellence efforts.

**OTHER FUNCTIONS**: Serves as requested on committees, task forces and community groups; partners with standing committees, and social justice organizations in the region to share best practices and build partnerships.

**QUALIFICATIONS**

**CREDENTIALS REQUIRED:**

The Chief Diversity Officer must be an experienced leader, as well as a change agent, able to foster a diverse, inclusive, and caring campus, and align and integrate a wide range of existing and new initiatives to build on a culture of equity, inclusion, and belonging. In particular, the CDO will help conceptualize how these topics are related and serve as a spokesperson and champion to translate them into meaningful action. The ideal CDO will be a collaborative leader who blends a systems
perspective with a healthy urgency to see results. CDO acts with high emotional intelligence and cultural humility, excellent interpersonal and managerial skills, and an innovative spirit – to make a difference in the sense of belonging for all members of the seminary community.

- A master’s degree from an accredited institution.
- Five (5) years of leadership experience related to access, diversity, inclusion education, including fluency and currency with respect to the current best practices in these areas.
- Experience working with diverse populations in a leadership role, including but not limited to race, ancestry, religion, sexual orientation, gender identity, socioeconomic status, and physical abilities.
- An excellent record in managing change along with proven experience as an organizational leader and program builder, specifically around initiatives that promote diversity, equity, access, inclusion, and belonging in an educational environment.
- Knowledge of contemporary issues of social justice, inclusion, diversity, access, and equity, including the current scholarship and pedagogical approaches that inform and address these issues.
- Demonstrated cross-cultural competency, including strong emotional intelligence and the ability to engage and build relationships with CSB and SJU constituencies and underrepresented communities.
- Demonstrated ability to lead and cultivate a common vision and collaborative culture to achieve institutional goals.
- Demonstrated ability to effectively problem-solve and lead others through transformational change.
- Demonstrated track record developing effective diversity and inclusion initiatives.
- Ability to relate the PTS mission to diversity, equity, and inclusion policies and practices.

PREFERRED QUALIFICATIONS AND SKILLS:

- A Terminal Degree: Ph.D., J.D. Ed.D.
- Familiarity with theological formation in the context of higher education
- Demonstrated ability to build strong relationships internally and externally with a broad range of individuals
- Demonstrated ability to articulate in written and verbal form the range of evidence for the educational benefits that accrue to students through diversity, inclusion, and equity in higher education.
- Experience working collaboratively with colleagues at all levels in a complex institution, as well as with diverse external communities, to facilitate positive, collaborative, and inclusive processes and initiatives coupled with measurable programmatic deliverables.
- Evidence of strong decision-making and administrative skills.
- Demonstrated ability to envision and conceptualize the diversity mission of an institution through a broad and inclusive definition of diversity.
- Excellent conflict-resolution skills needed to navigate politically charged situations, resolve problems, build consensus, and reconcile competing interests.
- Demonstrated ability to communicate effectively through written as well as interpersonal and group communication skills.

PHYSICAL / ENVIRONMENTAL DEMANDS:
• Ability to be mobile on campus, works in office environment, lifts up to 10 lbs., remain in a stationary position 25% of the time, wrist and hand movement related to computer work

This description reflects essential functions of the position, it does not restrict tasks that may be assigned or changed at any time.