



## DEI Program Manager

### Organization Mission and Vision

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

### Position Overview

The DEI Program Manager is a volunteer position within YNPnDC's Diversity, Equity, and Inclusion (DEI) Committee. The role is critical in shaping and advancing the organization's DEI initiatives by providing strategic support, contributing to program development, and ensuring that DEI principles are embedded in all aspects of the organization's work. The DEI Program Manager will work collaboratively with other committee members and stakeholders to drive YNPnDC's DEI efforts forward, creating a more inclusive and equitable environment.

### Primary Responsibilities

- Attend and actively participate in DEI committee meetings, contributing ideas and insights to help shape YNPnDC's DEI strategy and initiatives.
- Engage in discussions and brainstorming sessions to support YNPnDC's ongoing DEI efforts and future work in this area.
- Review YNPnDC's processes and procedures to ensure alignment with DEI principles and provide recommendations for improvements as needed.
- Collaborate with committee members to curate a DEI resource library for members.
- Work with other committees as assigned by the DEI committee chair, ensuring DEI principles are integrated across the organization.

### Preferred Qualifications

As a young professional organization, YNPnDC is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:

- Passion for and commitment to diversity, equity, and inclusion
- Experience or strong interest in DEI-related work, particularly within nonprofit or community organizations
- Ability to work collaboratively with diverse groups of people
- Interested in the nonprofit field and YNPnDC's mission and vision.
- Ability to dedicate ~3 hours/week to the position and organization



Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>