

Racial Equity Manager - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

The Racial Equity Manager is responsible for coordinating and overseeing the ongoing racial equity strategies of the Sacramento County Continuum of Care (CoC). This position will additionally provide support for the growth and development of future CoC and SSF racial equity initiatives and goals. Reports to the Director of System Implementation and supervises the Persons with Lived Experience (PLE) Specialist. Core responsibilities include forwarding implementation of the CoC Board's Racial Equity Action Plan and managing the CoC Board's Racial Equity Committee. This will require frequent communication with internal staff members and external partners, stakeholders, community members and other CoC representatives. This position requires extensive proficiency in racial equity tools and frameworks, public policy, strategic planning, systems design, project management, communications, and community engagement and relationship building.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This is a hybrid position and will require you to report to the office periodically.

Essential Duties and Responsibilities include the following:

Project Management

- Manages the Racial Equity Committee (REQC), which is comprised of up to 28 members appointed by the CoC Board.
- Arranges and facilitates REQC monthly meetings and, as needed, subcommittee meetings, in collaboration with the REQC co-chairs.
- Meets at least monthly with the REQC co-chairs to plan the REQC meetings and troubleshoot any challenges.
- Manages implementation of the Racial Equity Action Plan, including coordinating with SSF staff, CoC committees, consultants, and other partners.
- Coordinates implementation of the racial equity goals in the SSF strategic plan.
- Utilizes Asana to provide status updates and coordinate with other SSF staff on projects.
- Provides leadership for special projects as they emerge.

Community Engagement and Relationship Building

- Works collaboratively with all CoC Board members, committee members, colleagues, partnering organizations, and other regional and national CoC representatives.
- Recruits and orients new REQC members, prioritizing recruitment of PLE and Black, Indigenous, and other People of Color (BIPOC), as needed.
- Cultivates relationships with organizations that are led by and/or serve BIPOC individuals.
- Seeks opportunities to uplift lived experience and strengthen ties with advocates.
- Solicits community input and engagement through forums, surveys, interviews, focus groups, courageous conversations, and other methodologies, either directly or through community-based participatory research.
- Creates environments that promote trust, engagement, and accountability.

Subject Matter Expertise

- Provides professional development including trainings, advise, and forward initiatives centered on racial equity with an intersectional lens; justice, equity, diversity, and inclusion; cultural and linguistic competence; implicit bias; and dismantling institutional and systemic racism, both internally and externally,
- Stays current on racial equity trends, tools, research findings, strategies, and best practices.

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- Provides technical assistance to the REQC members in their support of the other CoC Board committees' work plan development and use of racial equity tools.
- Supports the overall mission of Sacramento Steps Forward through an in-depth knowledge and understanding of the current issues and nuances surrounding homelessness and racial equity.
- Coordinates with staff and consultants to analyze the performance of the homelessness system of care and make recommendations for how to improve outcomes for disproportionately impacted populations. This analysis extends to internal and external policies, practices, programs, and data.
- Serves as the staff liaison on projects to improve racial equity in the Coordinated Entry system.

Communications

- Prepares agendas and documentation for each REQC meeting; approve of meeting minutes and all accompanying documentation prior to distribution.
- Maintains communication with committee members, as requested or as appropriate.
- Periodically report to the CoC Board on the REQC's progress. Write memos and prepare other materials for the CoC Board as needed.
- Prepares materials and present as needed for the SSF Executive Team, SSF Board, CoC Board special meetings and workshops, Sacramento Homeless Policy Council, and other decision-making bodies and events. Participate in public meetings and forums.
- Writes applications and reports for funding and technical assistance. Serve as a liaison with funders and other partners upon request.
- Leads the REQC in conducting annual updates as needed to the Racial Equity Action Plan.
- Coordinates with the Director of System Implementation to provide content for the SSF website, newsletters, and other communication channels.
- Provides consistent information and documentation to all involved parties, as requested/necessary.
- Responds promptly to all incoming communications and requests for information.

Internal Support and Coordination

- Supervises the PLE Coordinator, including supporting the development and implementation of work plans; conducting meetings at least weekly to review progress and challenges; and providing regular performance reviews.
- Attends internal management and staff meetings, as scheduled by the Executive Staff.
- Provides REQ updates upon request at monthly SSF All-Staff meetings and SSF Managers meetings.
- Fully participates in SSF strategic planning and other special processes and initiatives.
- Make recommendations to the SSF Executive Team on how to best align the SSF culture with its stated values.
- Complies with all guidelines and instructions, as provided by the Director of System Implementation or other members of the Executive Staff.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

Ideal candidates will possess the following knowledge, skills and abilities:

- Must be able to exercise excellent independent judgment.
- Experience forwarding racial equity initiatives.
- Knowledge and understanding of individuals experiencing homelessness and their associated needs.
- Strong verbal and written communication skills, ensuring that all correspondence is written in a professional manner.
- Strong work ethic and ability to work independently.
- Exercises patience during all interactions.
- Works well under pressure to meet multiple, competing deadlines.

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- Demonstrates professional and cooperative behavior with colleagues and supervisors at all times.
- Ability to get along and work effectively with others.
- Experience working with a large diverse workforce of people with different cultures, backgrounds, and opinions.
- Regular, predictable attendance is required.
- Ethical leadership capabilities and commitment to promoting a healthy team environment.

Education and/or Experience:

Bachelor's and/or Master's Degree in Public Policy, Nonprofit Management, Strategic Design and Management, Ethnic Studies, or a related field preferred but not required. Required: At least 5 years of experience working in racial equity, public policy, strategic planning, systems design, project management, communications, and/or community engagement and relationship building, preferably in combination. Additional years of experience may serve in lieu of a degree. Any questions regarding educational or experiential qualifications can be directed to the Director of System Implementation.

Compensation and Benefits:

Compensation range \$90K-\$110K/annually; Planned maximum is at the mid-range at hire, DOE. Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.