

Iowa State Bar Association Director of Diversity, Equity and Inclusion

Summary

The Director of Diversity, Equity and Inclusion (DEI) is responsible for overseeing and facilitating the Iowa State Bar Association's efforts to lead diversity and inclusion efforts within the ISBA and in the legal profession, particularly in Iowa, including through educational programming and outreach.

The Director's primary responsibilities include:

1. Review and sustain equitable recruitment and retention policies and practices within the ISBA and the legal profession in Iowa.

- Recognize and address implicit bias, develop practices, policies, trainings, and related materials to create a culture that embraces diversity within the profession and highlights the importance of maintaining a culturally sensitive work environment at the ISBA.
- Serve as a resource to the ISBA's committees, sections, and staff regarding programming focused on promoting diversity and inclusion and the elimination of bias, including reviewing the structure and role of current or proposed committees and sections.
- Seek out and apply for grants, scholarships, sponsorships and other forms of funding that provide support for diversity efforts within Iowa's legal profession. Work closely with the ISBA Foundation to continue to build financial support for the DEI and access to justice work in Iowa's legal profession.
- Serve as the ISBA's point of contact on DEI and the elimination of bias.
 - a. Communicate with other bar associations on diversity, inclusion and elimination of bias issues.
 - b. Convene appropriate staff members to facilitate coordination among entities, including communications and marketing initiatives.
 - c. Attend events related to increasing diversity in the legal profession, such as professional conferences.
- Assist with diversity analytics in the State of Iowa, including tracking metrics, generating assessments to highlight trends, and communicating impact across diversity programs and initiatives.
- Work with the Office of Professional Regulation, including the Attorney Discipline Board and Grievance Commission, on tracking data to ensure the legal profession is inclusive and diverse in its disciplinary rules and enforcement.
- Attend meetings of the governing bodies in Iowa to report and make recommendations regarding focus of work in the area of DEI.

2. Implement strategic efforts to grow the number of diverse lawyers in Iowa through pipeline programs, affinity groups, and outreach, for example.

- Explore the pipeline of diverse law school candidates to and graduates from Drake University School of Law and University of Iowa College of Law, including working with youth and community programs and K-12 educational institutions, for example, and identifying barriers to the pursuit of a legal career.
- Connect diverse lawyers with professional development support (e.g., networks, mentoring, leadership opportunities, etc.).

3. ***Provide DEI programming to benefit law firms, corporate law departments, and other legal employers.***

- Develop practices, policies, trainings, CLE, and related materials to create a culture that embraces diversity at all levels and highlights the importance of maintaining a culturally sensitive work environment.
- Help to enhance DEI education efforts, supporting the development and facilitation of new workshops, training, tools and resources.
- Serves as consultant and advisor on best practices and policies for ISBA members or organizations in within Iowa.
- Centralize efforts to allow employers to share best practices and resources among legal employers of all sizes, locations, and resource levels.

Desired Skills:

- Strong judgment, decision-making capabilities, and problem-solving skills.
- Cultural competency in DEI and social justice issues.
- Strong interpersonal skills with the ability to engage and connect to diverse groups and individuals.
- Excellent oral and written presentation skills with an emphasis on the ability to build strong interpersonal relationships at all levels of an organization.
- Candidate should be able to work independently with technology and be proficient in the use of Microsoft Office programs including Outlook, Word, Excel, PowerPoint and various databases.
- Ability to set and manage program budget

Qualifications:

Required:

- Bachelor's degree
- Demonstrated experience in the area of DEI and the elimination of bias.

Preferred:

- J.D.
- Understanding of DEI and bias issues as they relate to the legal profession.