



## JOB DESCRIPTION

**TITLE:** Training and Diversity, Equity and Inclusion Manager  
**SALARY:** \$40,000  
**HOURS:** 32 hours/week Monday-Friday, Occasional Nights/Weekends  
**BENEFITS:** Employer-paid Health/Dental; Retirement Match; Generous Paid Time Off  
**SUPERVISOR:** Communications and Member Services Director

### Position Description

Venture Portland's Training and Diversity, Equity and Inclusion Manager must be passionate about Portland and its unique neighborhood business districts. The ideal candidate is a highly creative trainer, skilled in outreach, online tools and interactive material production; a diversity, equity and inclusion subject matter expert capable of developing and implementing internal and external diversity- and equity-based initiatives and strategies; a nonprofit governance guru; customer service pro; data geek; successful multi-tasker and innovative team-player focused on getting the job done. In addition, the Training and Diversity, Equity and Inclusion Manager must be an exceptionally motivated, responsible, solutions-oriented person. The position requires strong communication and organizational skills, excellent attention to detail, computer fluency, flexibility, creativity, a great sense of humor and commitment to Venture Portland's mission and values.

Since 1986, Venture Portland has supported Portland's 50 unique and thriving neighborhood business districts, which together contain 19,000 businesses (98% of which have five or fewer employees) and provide 270,000 jobs. Through grants, training and promotion, Venture Portland invests in the smart, strategic growth of these critical commercial corridors.

The Training and Diversity, Equity and Inclusion Manager works with the Communications and Member Services Director and the rest of the Venture Portland team to build the capacity of Portland's neighborhood business districts while ensuring Venture Portland and the volunteer-run groups it supports effectively reflect and serve their diverse constituents.

### Specific Responsibilities

- **Manage Capacity Building Program** – work with Member Services Director to design and manage robust training and technical assistance program for neighborhood business owners and volunteer business district leaders; increase attendance at trainings and interest group meetings; generate revenue through service delivery; increase utilization of all capacity building resources; ensure program effectiveness.
  - Classroom Training – design and facilitate 8-12 trainings/year; create and publicize annual calendar; recruit trainers and ensure participant attendance; design innovative training materials including interactive tools; expand access to training content including utilizing on-line options; ensure meaningful program evaluation.
  - In-District Training – facilitate up to 10 personalized in-district trainings addressing specific business districts issues.
  - Interest Groups – facilitate Presidents, Treasurers and Staffers interest groups; design relevant and individualized resources; increase attendance and utilization.

- Technical Assistance – provide individualized technical assistance to business district leaders; build resource library of ‘just add water’ samples for business district use; design innovative TA services; serve as primary TA provider.
- Resource Library – expand access to, and use of, resources, samples and toolkits; highlight business district best practices; ensure robust online materials; explore interactive online options including video conference, subject matter certification and real-time Q&A.
- **Catalytic Investment Initiative** – work with Catalytic Investment Initiative Manager to design quadrant-specific capacity building tools (East/North Portland); facilitate setting of annual ‘Diversity Benchmarks’ and completion of ‘Business District Annual Check-up’.
- **Diversity, Equity and Inclusion** – develop and facilitate internal and external trainings, tools and policies that value diversity, equity and inclusion. Implement programs that encourage inclusive community engagement, improve access and participation for underserved communities and address gentrification and displacement. Develop outcome reporting tools, analyze metrics, identify trends and make easy-to-implement strategy recommendations for volunteer-run business districts. Establish, develop and advance relationships with diverse community-based organizations, leaders and networks to foster mutual collaboration.
- **Manage Data** – ensure effective data tracking to analyze impact of Capacity Building, Catalytic Investment Initiative and Diversity, Equity and Inclusion programs (qualitative and quantitative); analyze program results, utilize data analysis of training and technical assistance trends to create materials and future programs; increase program utilization by diverse constituents; recommend leadership development and membership strategies based on district demographic trends.
- **Support Venture Portland’s Strategic Priorities** – ensure all Capacity Building programs build business district capacity, promote districts and advocate on their behalf.
- **Explore Business Districts** – spend time ‘in the field’ to understand unique needs of neighborhood business districts and design appropriate trainings and materials.
- **Attend Venture Portland Board meetings** – present capacity building programs to increase utilization.
- **Assist Executive Director** with all other duties as requested.

## Qualifications

- Passion for Portland’s neighborhood businesses and business districts and commitment to Venture Portland’s mission and values
- Proven ability to set priorities and work efficiently and effectively in a sometimes chaotic and deadline-driven environment
- Consummate professional with excellent attention to detail
- Ability to problem-solve with spirit of innovation; strong interest in coming to work and creating your job on a daily basis
- Proven experience as a trainer/facilitator; comfort managing in-person and online training
- Excellent communication skills including public speaking, material production and writing, editing and proofreading; foreign language competency a plus
- Excellent organizational and interpersonal skills including ability to work independently, as a team player and with diverse constituents; proven customer service expertise
- Commitment to serving, supporting and growing membership
- Proven computer skills including in-depth knowledge of Excel and Microsoft Office; experience working with relational databases (CRM implementation/management experience), Emma, PowerPoint and design software a plus
- Flexible schedule to work occasional early mornings, nights and weekends
- At least 5 years training and non-profit experience including program management
- Bachelor’s degree or equivalent experience

Venture Portland is an equal opportunity employer.

## To Apply

Submit a compelling cover letter outlining your passion for, and fit with, the position. Please also provide a complete chronological resume and the names and contact information for three references to [jobs@ventureportland.org](mailto:jobs@ventureportland.org) with “Training and Diversity, Equity and Inclusion Manager” in the subject line no later than Wednesday, 8/15/18 at 5:00pm.