

CHIEF EQUITY OFFICER

INVITATION TO AN EXCITING
CAREER OPPORTUNITY

ICMA





HISTORY



Tracing its roots back over a century, the International City/County Management Association (ICMA) is a venerable organization that has pioneered local government management since 1908. Starting in Staunton, Virginia, the appointment of the first local government manager marked the beginning of what would become a widespread adoption of the council-manager form of government plan across

North America. The idea flourished, and by 1914, the City Managers' Association, the precursor to ICMA, was formed, setting the stage for over a century of innovation, leadership, and community development.

Over the decades, ICMA has evolved in name and scope, reflecting the growing complexity and diversity of local government management. From its humble beginnings, it has grown into a global association with a membership base of approximately 13,000 members, spanning small villages to large metropolitan areas. This 108-year-old organization has stood as a testament to the enduring value of professional local government management, guiding and supporting city, town, and county managers worldwide in their mission to create and sustain thriving communities. With a commitment to ethics, innovation, and excellence, ICMA continues to lead the way in building better governments and better lives for the millions under the stewardship of its members.



EQUITY AND INCLUSION

ICMA's commitment to diversity, equity, and inclusion (DEI) spans over 80 years, with dedicated efforts dating back to 1974 and the establishment of the first Task Force on Women in the Profession. Their approach includes data collection, and the development of coaching, mentoring, and professional development programs to support managers of all backgrounds. The Strategic Plan, Envision ICMA, further ingrained and reinforced this commitment, aiming for inclusion to become organic in program design and execution.

The ICMA Executive Board issued a statement on June 10, 2020, outlining six initial action steps to address systemic racism. These include engaging in a listening process, revising the Code of Ethics, building capacity with new resources and training, supporting changes in public safety services, integrating equity

and inclusion training into events, and engaging the Executive Board in training to address biases.

Adding to its longstanding DEI commitment, ICMA is appointing its first Chief Equity Officer to oversee its expansive portfolio, marking an exciting era. This role underscores ICMA's dedication to fostering inclusive communities and is bolstered by a recent \$1 million grant from the Gates Foundation grant, reflecting the tangible impact of its DEI initiatives. ICMA continues to lead in shaping equitable local governance globally.

ICMA's mission and vision emphasize creating communities worldwide that reflect the diversity of the people they serve, positioning themselves as the thought-leaders in local government for equity and inclusion.

ICMA LEADERSHIP AND GOVERNANCE STRUCTURE

LEADERSHIP STRUCTURE:

The International City/County Management Association (ICMA) is governed by a 21-member Executive Board which is responsible for overseeing the business of ICMA and enforcing the ICMA Code of Ethics. The Board composition includes the president, president-elect, past president, and 18 vice presidents. These vice presidents are divided regionally with three each from the five U.S. regions (Midwest, Mountain Plains, Northeast, Southeast, and West Coast) and three representing countries outside the United States (International region). This diverse Board reflects the global nature of the Association and its commitment to promoting professional local government worldwide.

MISSION AND VISION:

ICMA is dedicated to advancing professional local government through leadership, management, innovation, and ethics. It envisions being the leading association dedicated to creating and supporting thriving communities globally. The organization achieves this by working with approximately 13,000 members to identify and adopt leading local government best practices. Its members, who are professional city, town, and county managers, influence the management decisions affecting millions in thousands of communities. ICMA's diverse services, including publications, data and information, peer and results-oriented assistance, and training, aim to improve the quality of life in these communities.

THE "I" IN ICMA:

The international aspect ("I") of ICMA underscores its commitment to global engagement. It supports international members through an International Committee of the ICMA Board and maintains formal affiliations with international local government organizations. ICMA offers mission-driven international development programs, combining the expertise of local government practitioners, researchers, and consultants to design, implement, and evaluate projects worldwide. A significant part of its international mission is to identify and disseminate best practices from around the globe to foster rapid adoption and enhance the quality of local governance internationally.



CHIEF EQUITY OFFICER

GENERAL SUMMARY:

With broad direction defined by organization objectives and policy, this executive-level position is responsible for leading ICMA's commitment and strategy to be a globally diverse, equitable, and inclusive organization. The position will provide thought-leadership, strategy, planning, and guidance in setting and implementing an overarching vision of diversity, equity, and inclusion for ICMA members and the communities they serve.

The position serves as a trusted member of the ICMA Senior Leadership Team, proactively advising the CEO/ED, ICMA Board, members and colleagues on diversity, social justice, and related matters.

Essential Duties and Functions include the following:

Other duties may be assigned.

1. **Participate in** Executive/Leadership Team activities aimed at supporting the CEO/Executive Director in managing the organization, implementing its mission, and achieving its goals and objectives;
2. **Serve as** an advisor to the CEO/Executive Director by assisting with the implementation of operational plans in alignment with equity, international and US growth strategies; Provide vision and leadership to spark transformative DEI change in the work, culture, and member engagement of ICMA;
3. **Collaborate with** the ICMA Leadership team, Board, and members to develop, monitor, and provide guidance on equity and diversity Key Performance Indicators of ICMA's programs, practices, and initiatives; Monitor progress toward ICMA's vision and achievement of DEI goals as well as the execution of strategies that map toward those goals;
4. **Implement** the overarching vision of diversity, equity, and inclusion for ICMA, both externally and internally. Collaborate with senior leaders to integrate diversity best practices into ICMA business structure, policies, and programming to eliminate systemic organizational marginalization and promote inclusion. In consultation with the Chief People Officer; provide guidance for the integration of diversity best practices into ICMA employment and workplace policies, procedures, and training;
5. **Manage** key initiatives including the Leadership Institute on Race, Equity and Inclusion, the Equity Officer Cohort, and the Equity Summit. Ensure these programs align with and advance ICMA's overarching DEI vision;



- a. Leadership Institute on Race, Equity, and Inclusion:**
 - The Chief Equity Officer will oversee this members-only program that fosters a cohort of executives dedicated to advancing conversations and actions regarding race, equity, and inclusion in local governments. The Institute aims to explore barriers, share challenges and successes, and create actionable strategies for increasing equity and inclusion. Participants are responsible for formulating a capstone project to amplify their impact in DEI areas post-institute.
 - b. Equity Officer Cohort:**
 - The Chief Equity Officer will lead this cohort, which brings together individuals serving as chief equity officers or those with equity as an adjunct responsibility. The goal is to build a learning community for ICMA members focused on equity, inclusion, and social justice. This community provides networking opportunities, shares resources, and serves as a focal point for chief equity officers and those in similar roles to share insights and strategies.
 - c. ICMA Equity Summit:**
 - The Chief Equity Officer will be involved in organizing and overseeing this virtual learning event focused on advancing racial equity in local government. The summit is a gathering for Diversity, Equity, and Inclusion Officers and other local government professionals interested in deepening strategies, shaping actions, and creating solutions for embedding equity into all aspects of local government operations. The event spans two days and covers best practices, innovations, and allows attendees to maintain and foster relationships in a virtual environment.
- 6. Define** an equity identity and lens for ICMA rooted in research, best practice, member and community voice, and global perspective; Ensure that ICMA’s short and long-term strategic plans are fully reflective of and inspired by an equity lens, and reflects our equity identity;
 - 7. Provide** leadership and oversight for all things DEI, including ICMA’s flagship DEI initiatives—Race and Social Justice Action Team, the Equity Summit, the Leadership Institute on Race, Equity, and Inclusion, the Equity Officer Cohort Program and any future global DEI initiatives;
 - 8. Partner with** internal and external leaders, state and local affiliate organizations to advance the mission of equity among ICMA programs and services; Develop, implement, and report on the organizational equity plan in partnership with organizational stakeholders;
 - 9. Identify, develop, and leverage** business opportunities that foster the growth of strategic relationships with potential US and international partners, clients and funders;
 - 10. Conduct** periodic organizational and member climate surveys and work collaboratively to develop and implement strategies and initiatives that advance diversity and inclusiveness to support ICMA’s mission, vision and goals;
 - 11. Provide** strategic direction for training initiatives on cultural competency, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values within ICMA’s staff, membership, and partners/allies;
 - 12.** Position is delegated authority to hire for approved positions, supervise and develop staff, including field-based personnel; Select, develop, and oversee assigned staff to ensure Equity goals are demonstrated in all activities and programs; Ensure a productive and motivating work environment for team through effective communication and responsiveness; and
 - 13. Develop and manage** the Equity team budget, ensuring sound fiscal management.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated track record of working with organizations to achieve actionable and measurable results in promoting diversity, equity, and inclusion;
- Demonstrated success as a collaborator and relationship builder, with strong interpersonal skills and ability to build coalitions and collaborative working relationships with a broad range of diverse individuals and groups, including senior executives, to achieve results;
- Ability and courage to be vigilant in naming, celebrating, and addressing the areas in which we are leading for racial equity and addressing the areas in which we need to improve;
- Ability to approach complex issues with a creative, adaptive, and strategic lens to seek out the root issues and guide ICMA in addressing the systemic barriers to issues that get in the way of Leading for Racial Equity; strong professional and business acumen and customer service orientation;
- Strong track record in managing change with an understanding of the contexts, cultures and politics within institutions that impact the implementation of effective diversity change efforts;
- Ability to commit to inclusivity, fairness and social equality in all aspects of ICMA programs, services, and project outreach and benefits;
- Ability to use data and analytics from multiple sources to assess ICMA's DEI "quotient" and present solid evidence, empirically based, of where change is needed, and the specific types of programmatic remedies needed;
- Knowledge of laws, regulations and guidelines related to diversity, inclusion, and nondiscrimination in public and not-for-profit sectors, including employment law, Title VII, affirmative action, ADEA, ADA, and related areas;
- Ability to present information in an organized, logical, clear and concise manner in both written and verbal format;
- Evidence of strong thought leadership, team development, and management skills;
- Ability to manage multiple priorities and agility to adapt to changes in organizational requirements; adaptability and openness to change when presented with new ideas and methods;
- Ability to work cooperatively in a team environment; demonstrate respect and courtesy in relating to employees and management; and
- Demonstrated competence in MS Office Word; Excel; and Power Point.



ICMA | executive board



THE IDEAL CANDIDATE

ICMA seeks a people-centric, inspiring, and visionary leader passionate about Diversity, Equity, and Inclusion (DEI). The ideal candidate is team-oriented with a proven track record of working with organizations to achieve actionable and measurable DEI results.

KEY ATTRIBUTES:

- Employs a creative, adaptive approach to complex issues.
- Utilizes a strategic perspective to identify and dismantle systemic barriers while advocating for equity.
- Leverages data and analytics from various sources to develop specific programmatic solutions.
- Culturally-competent and politically-savvy, capable of navigating emotionally charged conversations and maintaining positive relationships.
- Collaborative project manager with exceptional people skills, engaging team members across the organization.
- A strong thought leader with adept management and team-building capabilities.
- Excellent analytical, communication, and facilitation skills, with a deep understanding of cultural values and norms, especially in communities of color, LGBTQ+, and recovery communities.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in public administration, social justice, human relations, human resources, or a related discipline.
- Eight (8) or more years of progressively responsible experience in disciplines overlapping with transformative DEI initiatives, including at least four (4) years in senior management.
- Demonstrated experience in developing and leading multi-year strategic DEI plans, or an equivalent combination of education and experience sufficient to perform the job's essential functions.

DESIRED QUALIFICATIONS:

- Master's degree in a related field.
- Relevant experience in an international/global organization.
- Certification in DEI or a related discipline.
- Multilingual fluency is a plus.



COMPENSATION/BENEFITS

ICMA offers a competitive compensation package including a salary commensurate with experience and an attractive employee benefits program. This position requires the ability to work non-traditional

and extended hours to support a global workforce in multiple time zones. The Chief Equity Officer is a remote position with up to 20 percent travel.

HOW TO APPLY

The Hawkins Company is conducting the Chief Equity Officer recruitment (search consultants). They will review and screen all materials submitted. The most highly qualified candidates will be invited to participate in the interview process. To be considered, please submit your resume and cover letter outlining the background and experience that makes you the ideal candidate electronically to ceo.icma@thehawkinscompany.com by **March 15, 2024**.



THE HAWKINS COMPANY
8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com, Mr. William Hawkins at 310-592-2582, will@thehawkinscompany.com or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com