

LEADERSHIP OPPORTUNITY  
RALEIGH, NC



# ASSISTANT DIRECTOR OF DIVERSITY, EQUITY, AND INCLUSION



LEAD FROM HERE

*Character, service, leadership — this is the context  
within which learning takes place.*



# LEADERSHIP OPPORTUNITY

Ravenscroft, a Pre-K to Grade 12 independent school, seeks a fun-loving champion for children and community-builder to serve as its new Assistant Director of Diversity, Equity, and Inclusion—to foster connections where people feel heard, respected, and valued; and nurture a learning environment where differences are celebrated in curriculum, community, and culture.

Attractively located on a beautiful 125 wooded acres campus in North Raleigh, Ravenscroft has a long history of educating and preparing students for college and life challenges. Guided by its legacy for excellence and its pioneering commitment to cultivate citizen leaders, Ravenscroft is on a collective journey of growth. The new Assistant Director of DEI plays a pivotal role in engaging the community in developmentally appropriate and balanced programs that nourish meaningful relationships through engaged dialogue that emphasizes celebrating difference and inquiry-based learning.

Reporting to the Assistant Head of School for Human Resources and Diversity & Inclusion, the Assistant Director assists with strategic planning and implementing programs that help



students identify, shape, and take their place in the interdependent and interculturally diverse world we live in. Ravenscroft’s diversity statement further aspires to nurture a community where all its members feel a sense of belonging. The Assistant Director of DEI works to infuse Ravenscroft’s mission and diversity goal in the everyday life of its community members. The diversity statement reads:

*At Ravenscroft, we believe it is the responsibility of each person in our community to embrace diversity, equity and inclusion in every aspect of school life — from our classrooms to our boardroom, from the arts to athletics.*

*We listen to, empathize with, learn from, and value our differences, both visible and invisible. We are committed to fostering an atmosphere of unyielding curiosity where students, faculty, staff, alumni and families are respected, feel safe, and have a sense of belonging.*

*In turn, we build citizen leaders equipped to thrive in a complex and interdependent world and change it for the better.*

# THE POSITION

The Assistant Director of Diversity, Equity and Inclusion will be passionately committed to creating a community that is equitable and inclusive. They will promote the work of the Office of DEI by engaging with students, faculty, staff and alumni to foster a community of an authentic sense of belonging. The successful candidate is a forward-thinker who has demonstrated throughout their career the ability to engage teams, build community and take initiatives to advance the DEI work.

## ESSENTIAL FUNCTIONS

The essential functions of the Assistant Director of DEI include the following:

- Be the visible, hands-on member of the DEI leadership team that manages day-to-day operations, programs and needs
- Be an effective team-builder that can lead, supervise and collaborate with divisional and DEI coordinators
- Build meaningful partnerships and authentic relationships with a diverse network of constituents to advance projects, curricula and initiatives
- Create a safe space where every voice carries equal weight, even in disagreement— where rich dialogue encourages the free flow of ideas, where people listen with compassion, and employ empathy in their understanding
- Work in partnership with divisional leaders to serve the School's mission, vision, values and commitment to DEI
- Oversee Office of DEI Signature programs and events: The Dialogic Classroom for faculty, Dialogue Across Differences facilitator program for Upper School and Middle School students, Creating Inclusive Communities (Pollyanna) conference, Families of Color picnic, and Alumni Mentoring program



# THE POSITION

- Partner with Triangle-area independent school DEI directors on events and programming
- Partner with Triangle Diversity Alliance (TDA) schools (Cary Academy, Carolina Friends School, St. Mary's and Durham Academy) to organize the annual TDA student diversity conference
- Partner with the communications department to update the webpage and create promotional materials that raise the visibility of diversity, equity and inclusion programs and resources
- Partner with Admissions on creating programs for new families and participate on admissions committees
- Manage social media technology platforms for the department by providing frequent updates on events and resources
- Attend and assist in organizing the quarterly Board of Trustees DEI committee meetings

## STRATEGIC PRIORITIES

The ideal candidate is also a dynamic spirit that employs a collaborative approach to leading, learning and problem-solving. The Assistant Director of DEI is responsible for facilitating learning processes that build intercultural competencies through listening, coaching and appropriately stretching the community into growth. The Assistant Director of DEI strategic priorities include the following:

- Have a commitment to fostering an equitable, diverse, and inclusive learning environment where all members of the community feel known, cared for, valued, heard and inspired to thrive
- Organize and effectively manage the day-to-day operations for Ravenscroft's DEI program
- Assist in the design, coordination and implementation of high-quality programming for students, faculty, staff, families, alumni and the community



- Assist with program development and organizing training/events for student DEI leaders
- Partner with AHOS for Academic Affairs on curriculum development
- Partner with Advancement on DEI programming (affinity groups and alumni conversations) for alumni groups
- Work with the Business Office Coordinator to schedule faculty, staff and board members for DEI training sessions and events sponsored by the department
- Assist in creating and managing the DEI budget
- Lead difficult conversations and manage conflict
- Manage and oversee projects through utilizing a strong work ethic, integrity and a growth mindset to support the community in DEI work and journey

# THE POSITION



## QUALIFICATIONS AND REQUIREMENTS

Ravenscroft seeks a passionate DEI practitioner with demonstrated experience with coaching, project management and facilitating learning. The ideal candidate possesses strong intercultural humility and has a leadership agility to build culture and successfully move communities into growth.

In addition to the qualities and skills noted above, the ideal candidate will possess and have demonstrated:

- Excellent interpersonal, communication and presentation skills
- Organized, detailed-oriented leader with strong capacity to multitask and delegate
- A culture-builder who is energetic, inspiring and a fun loving spirit with a refreshing sense of humor
- High emotional and adaptability quotients to manage multiple tasks while effectively nurturing relationships with students, parents, faculty, and alumni with empathy and compassion
- Commitment to DEI and a passion for planning multicultural programming
- Outstanding interpersonal skills
- Strong project-management skills with the ability to prioritize a multitude of tasks
- Exceptional written and oral communication skills
- Proven success working collaboratively with students, faculty, staff and parents
- Previous teaching experience preferred; comfort with and enthusiasm for teens required
- Bachelor's degree required; master's degree preferred

# THE SCHOOL

## ACADEMICS

Ravenscroft is committed to delivering its mission through an educational experience deeply rooted in on-campus programming while also providing learning options for those that are unable to be on campus due to health concerns. The School cultivates the development of critical thinking and problem solving skills and believes that strong written and verbal communication skills are at the heart of an exceptional education and successful career.

## LOWER SCHOOL

The journey begins in Lower School where young people learn, through work and play, to listen, to collaborate and to begin to see themselves as part of a larger community. Ravenscroft meets children where they are and helps them develop at their own pace and in their own time.

## THE MIDDLE SCHOOL

Middle School is an entry and a bridge. It encourages hands-on practice and active, joyful learning, not only in the science labs and playing fields, but in creative writing and many electives like art journaling or North Carolina folklore.

## THE UPPER SCHOOL

Upper School students have many opportunities to pursue their interests, wherever it leads them. In preparing each student for a college experience and life beyond that, the School emphasizes creativity, collaboration and the ability to face challenges inside and outside the classroom.

## COMMUNITY

The Ravenscroft experience spans the classroom, the sports field, the art room, the stage, and the community.

**1,205**

*Average Enrollment*

**38%**

*Students of Color*

**>240**

*Faculty/Staff*

**17%**

*Faculty/Staff of Color*

**1:15**

*Student/Teacher Ratio*

**135 acres**

*Campus Size*

**>\$3 million**

*Financial Aid*

*“The seeds of leadership reside in every single child. We provide the nourishment to cultivate them.”*

# THE SCHOOL



Ravenscroft is a supportive, warm community that values diversity, equity, and inclusivity and the unique gifts each individual on campus brings to our shared experience. As students develop the competencies that will help them succeed in an unpredictable world, Ravenscroft becomes a community of citizen leaders.

## **DIVERSITY, EQUITY, INCLUSION, AND BELONGING**

A significant part of supporting their mission is Ravenscroft's ongoing commitment to be a school that feels safe and inclusive for everyone.

*Lead From Here* provides the educational framework for teaching and learning to Lead Self, Lead With

Others, and Change Your World; and it is through their citizen leadership education that the School is able to nurture and support their inclusive community and deliver on the promise of their mission.

To learn more about Diversity, Equity, Inclusion, and Belonging at Ravenscroft, click [here](#).

A Ravenscroft education has these values at its core. Lead From Here is a one-of-a-kind educational framework that has transformed the school culture and curriculum to imbue its students with these values, to teach them leadership skills, and to equip them to take their place as citizen leaders in a complex, multicultural world.

Lead From Here enhances Ravenscroft's rigorous academic program and helps develop children who are

# THE SCHOOL



confident and have high aspirations — they will thrive as students today and change the world of tomorrow.

## COMMUNITY SERVICE

An integral part of school life at Ravenscroft, community service helps shape well-rounded individuals like nothing else can. It is the most important way in which their students learn to look beyond themselves, to develop the capacity for empathy, acceptance and grace, and to take an active role in positively shaping their community. Their students participate in service-related activities in a variety of ways, all of which are age-appropriate.

## THE CAMPUS

Ravenscroft's beautiful campus is situated on 135 wooded acres in North Raleigh, approximately 15 minutes from both downtown Raleigh and the Raleigh-Durham International Airport.

Ravenscroft facilities include Holding Hall Lower School, featuring dedicated PreKindergarten and Kindergarten centers, Middle School, Murphy Hall Upper School, Keim Center for Innovation and Research for Middle and Upper School students and Winston Library for Lower School Students.

# PROCEDURE TO APPLY



Ravenscroft School welcomes people of diverse backgrounds and beliefs. We are committed to creating an environment of respect for our faculty, staff and students. We are an Equal Opportunity Employer with a policy of nondiscrimination for applicants and employees. We make employment decisions based on the qualifications of each applicant. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of disability.

Interested candidates are invited to submit the following materials confidentially **as one PDF file** through the dedicated [application portal \(https://bit.ly/Ravenscroft\\_Asst\\_Dir\\_DEI\\_AppForm\)](https://bit.ly/Ravenscroft_Asst_Dir_DEI_AppForm):

- Cover letter expressing interest in the Ravenscroft Assistant Director of DEI position
- Current résumé
- Statement of educational philosophy and practice that expresses who you are and how you connect to this work (no more than 2 pages)
- List of three references including name, title, phone number, email address and professional relationship (references are contacted only with the candidate's permission)

Please address any questions by email to [jobs@strategenius.org](mailto:jobs@strategenius.org) or by phone at 415-881-7105.

**APPLY NOW**



## SEARCH CALENDAR

**March 29, 2022**

*Applications Due*

**Early April, 2022**

*Semifinalist Interviews*

**Mid-April, 2022**

*Finalist Interviews*

**Late April/Early May, 2022**

*Announcement to the community*

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