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# Example of Diversity Program Manager Job Description

Our company is growing rapidly and is looking for a diversity program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for diversity program manager

* Inventory existing marketing collateral and web content
* Write internal and external articles, speeches, press releases, case studies, executive briefs
* Analyze and report on key diversity metrics and leading indicators
* Review adjacent processes and tactics (Talent, Sales, Marketing, Public Affairs) to ensure a “diversity and inclusion lens” is applied to current practices
* Serve as an internal consultant for leaders in the area of Diversity and Inclusion
* Analyze and present diversity and market trends in the area of women’s hiring and stay abreast of best practices
* Manage the relationships with key diversity partner organizations including contract negotiations and development of partnership opportunities
* Analyze and present diversity and market trends in the area of Hispanic/Latino hiring and stay abreast of best practices
* Integrate the D&I strategy into business processes such as recruitment, performance management, leadership development, employee engagement and retention, and internal/external marketing and communications
* Identify and collaborate with key stakeholders, influencers, and leaders across the organization

## Qualifications for diversity program manager

* WA State Driver’s license
* Strong analytic skills ability to balance strategy and program management
* Work collaboratively with recruiting managers, recruiters, and coordinators to build a diversity recruiting plan and partner with these stakeholders to execute on that plan
* Solid B2B marketing experience, with proven ability to set marketing strategy and develop/execute effective marketing plans
* Proven track record in agency management, including managing creative development
* Experience supporting new product/service launches