



266 W. 37th Street 22nd Floor | New York, NY 10018
212 279 5493
www.Delivering-Good.org

Position Description: Racial Equity Project Consultant

About Delivering Good:

Delivering Good is a national nonprofit organization that provides people impacted by poverty and tragedy with new merchandise donated by retailers and manufacturers. Since 1985, Delivering Good has distributed over \$3 billion of new clothing, home goods, toys, furniture, books, and other consumer products through its network of more than 800 community partners, offering hope, dignity, and self-esteem to at-risk children, families and individuals. By uniting retailers, manufacturers, foundations, and individuals, Delivering Good strives to help create a more equitable world where people facing economic, medical, social, and environmental challenges have useful items needed to overcome adversity and achieve their full potential.

Delivering Good is undertaking a new, pilot initiative to unite local nonprofits and the corporate sector, in three (3) select communities over the course of a year, to provide a range of aid and services geared to improve the lives and outcomes of Black, Indigenous, and People of Color (BIPOC) individuals – a program that will mobilize hundreds of volunteer hours, \$3 million worth of brand-new and vitally-needed clothes and other goods, and career and education opportunities for BIPOC nonprofit leaders. This pilot program will serve as the starting point for an expanding and sustainable model of community assistance that will bring about measurable change in equity and serve as a model for nonprofits in other communities.

Position Description:

We are seeking a part-time consultant to act as Racial Equity Project Consultant to serve as the primary point of coordination and program planning for the initiative. The coordinator will oversee the cross-partner communication, logistical management, and overall operations of the pilot project, maintaining smooth relationships among all stakeholders while ensuring uninterrupted service to BIPOC communities.

We ask that applicants for this role fully review and understand our project outline for the Racial Equity Initiative entitled A New Beginning for BIPOC Opportunity to learn about the full scope of work we envision during the pilot phases of the project. The project outline may be requested by contacting hr@delivering-good.org.

Initial Responsibilities:

- Coordinate the development and implementation of Delivering Good's racial equity project plan, through facilitation of a multi-stakeholder planning process;

- Coordinate and provide administrative support for meetings and other information-gathering strategies to advance the strategic planning process;
- Facilitate communication between Delivering Good, local nonprofits, businesses, and educational institutions involved in the project;
- Work with Delivering Good leadership to devise outcome measurements and evaluation strategies that will inform our monitoring and assessment of the program's performance and effectiveness;

Ongoing Responsibilities:

- Work with Delivering Good leadership to set timelines, benchmarks, and deliverables to ensure that the program meets its goals throughout the length of the program;
- Work within CRM to create/maintain an accurate database of various stakeholders and their engagement across programs;
- Coordinate and provide project management support to ongoing initiatives, including product distribution, volunteer engagement, webinar trainings and best practices convenings, and community partner engagement. Manage and track action items and deliverables across multiple racial equity initiatives and working groups;
- Assist in the collection and analysis of data to inform strategies and tactics or increased racial equity outcomes in communities served by the program;
- Coordinate with DG leadership to manage service providers, vendors, consultants, and project plans as needed to achieve program goals;
- Manage day-to-day program operations and logistics. This includes communicating regularly with Delivering Good's various stakeholders and ensuring that product distributions and related activities take place reliably throughout the program.

Required Qualifications:

- Bachelor's degree, and relevant experience in nonprofit, government, and/or racial equity fields.
- Passion for racial equity work in BIPOC communities;
- Highly knowledgeable about race, racism, and racial equity research;
- Experience working with BIPOC communities and, in general, people across racial, ethnic, and socioeconomic lines. This includes working with individuals from academic institutions, foundations, corporate entities, and community nonprofits;

- Ability to create short and long-term goals and KPIs for a multi-partner, multi-sector project and tracking the project's progress over the one-year period;
- Strong project management experience, including, but not limited to: working independently and on teams, supervising multiple projects across different groups with varying deadlines, facilitating meetings with various project stakeholders, and communicating project updates to stakeholders regularly;
- Willing to travel to pilot communities and other regions in the U.S. to measure the project's progress, meet with other stakeholders involved in the project, and to fulfill other essential functions of the role;
- Strong verbal, written, active listening, presentation, critical thinking, creative problem solving, judgment, organizational, adaptability, conflict resolution, interpersonal, and emotional intelligence skills that can be leveraged for the Racial Equity Pilot project;
- Familiarity with the non-profit sector or other relevant experience;
- Proficiency with Salesforce or a comparable CRM system, Microsoft Office Suite, Google Suite, project management software, and/or other relevant software tools.

Schedule: Part-time schedule. Expect an average of fifteen hours per week.

Compensation: \$50/hour

The Racial Equity Project Consultant will be an independent contractor and will receive a 1099. No paid company benefits are provided. The engagement is funded for a year and anticipated to continue if additional funding is available.

To apply for this position, please submit a resume together with a cover letter describing your interest in the role to hr@delivering-good.org.

Delivering Good is committed to a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.