



## Position Announcement | **DEAI Project Manager**

Location: Arlington, VA

### **About the Role**

As the American Alliance of Museums wraps up its culminating year of its landmark *Facing Change: Advancing Board Diversity, Equity, Accessibility, and Inclusion Initiative*, a three-year initiative that supports museums in their board focused DEAI (diversity, equity, accessibility, and inclusion) work, the Inclusion team at AAM is now looking to expand our team! The Alliance is seeking applications for a DEAI Project Manager to join our team to help support both AAM's internal and external DEAI work as we continue our own learning journey towards building both a more equitable and inclusive organizational culture, as well as broader museum field.

Reporting to Senior Director, Andrew Plumley, the new DEAI Project Manager will be a key leader on both the Inclusion team at AAM, as well as the broader museum field. This individual will support in the development and implementation of project management processes for various components of AAM's internal and external DEAI work. The DEAI Project Manager will support in the management of all DEAI related leadership education and training programs; content development; cohort-based learning experiences; and oversee/manage our Diversity Fellows and robust research and evaluation work. They will also partner with Inclusion team leadership on the long-term growth and expansion of the DEAI programmatic work for the field.

The ideal candidate will be a skilled project manager with experience in nonprofit organizations and/or associations. This candidate will also have experience working on a smaller, nimble teams and within ecosystems require comfortability with high levels of ambiguity. They will be a fearless problem solver, and a clear, concise and transparent communicator with a strong desire to oversee museum field DEAI programs.

This role is ideal for someone who is proactive, highly motivated, enjoys both collaboration and autonomy, eager to design DEAI related content/curriculum/programming, great at managing multiple tasks from the more mundane to the most complex, and is extremely detail oriented. The Inclusion team at AAM is still relatively new and operates like a start-up within a larger organization. Because of this, this person should be flexible, adaptable, generous with others' questions, and able to show grace to themselves and others as the team learns and grows together.

## **RESPONSIBILITIES**

### Project Management Leadership

- Monitors DEAI related project scopes, timelines, and implementation for components of AAM's internal culture change work, as well as its external DEAI programming.
- Serves as point of contact for various parts of programming to internal and external stakeholders; responds to general inquiries; helps troubleshoot issues that may impede progress
- Tracks tasks and deadlines and communicates timelines and due dates
- Coordinates the logistics and scheduling of cross-functional teams for meetings to include setting agendas, documenting decisions, and tracking assignments
- Plans and implements events related to DEAI programming including training programs, meetings, annual meeting sessions both in-person and virtual
- Documents process of steps/tactics employed and develops templates that can be used for future projects
- Provides ongoing measurement and evaluation and analysis of results to ensure accountability and effectiveness
- Manages all zoom, outlook, google hosted meetings, projects, and issues

### DEAI Content Leadership

- Supports in development of DEAI related content internally and externally
- Creates content, develops curriculum and plans and coordinates convenings
- Manages (in partnership with Inclusion team) a broad, growing portfolio of DEAI related programming from webinars and trainings, to multi-year initiatives
- Supports in Diversity Fellow restructuring and management of AAM Diversity Fellowship
- Supports in internal and external facilitation of DEAI sessions, trainings, and workshops while coordinating all event pre-planning

### Internal/External Communications Leadership

- Proactively communicates with stakeholders and staff about project process and needs; convenes and runs meetings as necessary
- Compiles and disburse informational emails regarding training opportunities
- Sends out newsletters, blog posts and announcements to AAM/Inclusion team stakeholders

### **Position Requirements:**

Given the nature of the work the AAM Inclusion team takes on, the ways in which DEAI related work unfolds in an iterative and non-linear fashion, the new DEAI Project Manager will need to be a creative and nimble team member with the emotional intelligence, compassion, patience, sense of humor, and interpersonal communication skills to test and embrace new ways of working. This position requires both the ability to vision a future in which we have never seen, while also possessing the pragmatism,

patience, and fortitude needed to work within an institution that has been predominantly white-led in its 114 year existence.

It is essential that the DEAI Project Manager:

- be committed to continually evolving an intersectional race equity analysis grounded in both theory and practice
- be committed to DEAI, anti-racism, and social justice as personal and professional values
- have advanced communication skills with a growing skillset in strategies to build internal community and culture through virtual and in-person events
- understands power dynamics and has excellent conflict resolution skills
- is comfortable engaging in courageous conversation about equity, anti-racism, and multiple forms of oppression

Proficiency in the standard and advanced use of the following applications and programs is helpful:

- Microsoft Office
- Google Suite
- Zoom
- Dropbox
- MailChimp
- Mural
- ASANA
- JotForm

### **Compensation & Benefits**

This is a new full-time position with a starting salary range of \$60 - \$65K, based on experience.

### **How to Apply**

To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are asking interested candidates to complete some initial background questions so that we can learn more about your experience. **To apply, please use [this Google Form](#) to submit your application by June 30th.** The form will be open from June 14<sup>th</sup> - June 30<sup>th</sup> at 8:00pm EDT, so feel free to draft your answers in Microsoft Word or another application and paste your final drafts in the form.

Please do not submit a cover letter or resume at this time. Completed forms received by June 30<sup>th</sup> will receive full consideration from our hiring team. Candidates selected for further screening will be contacted by July 16 to schedule an interview. The Alliance is an equal opportunity employer and values a diverse workplace. Please contact Human Resources at [hr@aam-us.org](mailto:hr@aam-us.org) if you need an accommodation in submitting your application.

## **About The American Alliance of Museums**

The American Alliance of Museums' mission is to champion museums and nurture excellence in partnership with our members and allies.

From art museums to science centers, arboretums to zoos, members of the diverse museum community share something in common—strong support, standards of excellence, knowledge sharing, and professional networks provided by the American Alliance of Museums.

Since 1906 the Alliance has been a leader in developing best practices and advocating for museums, as well as providing a host of opportunities to museum staff and volunteers. More than 35,000 individual museum professionals and volunteers, institutions, and corporate partners benefit from the work of the Alliance.

### **Our Values:**

- **Partnership**—As an Alliance, we value the importance of listening and learning—and the power of collaboration. The museum field is stronger when we unite, speak with one voice and join together with allies across sectors to advance the field.
- **Access & Inclusivity**—We are generous with access to our programs and resources. We seek out and embrace a diversity of people and cultures to enhance our understanding of the world and to connect museums in a global context.
- **Courage**—We lead by being proactive, engaging different perspectives and taking risks. We are curious about what might be, challenge assumptions and encourage innovation.
- **Excellence**—We aim to be exemplary in everything we do. Our field's responsibility is to preserve society's treasures, cultural heritage, discoveries and stories for future generations. This requires adherence to the highest ethical standards and practices that preserve the public trust.