

**State Bar of Nevada**  
Job Description

**Job Title:** Diversity and Programs Manager

**Department:** Administration

**Reports To:** Deputy Executive Director

**FLSA Status:** Exempt

**Prepared Date:** May 9, 2022

**Date Last Modified:** May 9, 2022

**Summary:** The position will strategize for and implement diversity, equity, and inclusion projects/initiatives. The position works alongside various groups and State Bar members engaged in promoting participation by minorities in State Bar programs and activities through existing program management and implementation of new programs and services. This position will manage the Clients' Security Fund and Ethics and Professional Responsibility Committee and charitable grant programs. This position also provides support for the Nevada Bar Foundation, the state bar's 501(c)(3) charitable organization.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

**Advancement of Diversity, Equity, and Inclusion (DEI) in the Legal Profession:**

- Researches, develops, recommends, and executes creative strategies to foster the organization's diversity goals. Reviews current practices and policies, assessing and analyzing the extent to which they support or hinder the state bar's diversity goals. Develop creative methods to highlight the inclusionary efforts within the organization.
- Collects and analyzes statistical data through survey design and other methods to evaluate the legal community and uses data to create presentations that support strategies to address DEI priorities and concerns.
- Maintains knowledge of diversity-related issues and best practices through research and outreach to affinity bar organizations.
- Works with affinity groups to coordinate and implement programs and initiatives related to DEI. Serve as liaison to external voluntary bars to help communicate between organizations and assist in their events. Attends external bar meetings and events as required.
- Manages administrative responsibilities, program planning, implementation, and assessment.
- Works with the Communications, Continuing Legal Education, and Practice Management Departments to increase visibility and participation of minorities in State Bar continuing education programming, leadership recruitment, and communication/marketing/publication features.

## **Management of DEI Initiatives and State Bar Programs**

- Serve as primary staff liaison to the Blue-Ribbon Commission on DEI.
- Manage grant programs that provide funding for DEI initiatives, lawyer wellbeing and other educational programs. Includes review of grant applications, monitoring of grant requirements, identifying potential grant recipients, and assisting applicants with grant submissions.
- Provides support to the Nevada Bar Foundation through coordination of biannual Foundation meetings, preparing meeting materials, facilitating annual IOLTA grant applications and dissemination of funds, and assisting as needed the Nevada Supreme Court Access to Justice Commission.
- Oversee the Clients' Security Fund program by reviewing claims and working with committee members to investigate matters, scheduling and facilitating biannual CSF Committee meetings, drafting meeting minutes and subrogation agreements and ensuring payment is made to all approved claimants. This position works with Committee members to review availability of funds and to suggest policy changes for program administration.
- Supports the work of the Ethics and Professional Responsibility Committee by facilitating dissemination of ethics opinions for comment and publication of final opinions.

## **Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education/experience, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

- Bachelor's degree with coursework public administration, communications, business, political science, or other closely related field.
- 5 or more years of relevant experience.
- Public speaking experience.

**Knowledge, Skills and Abilities**

- Ability to “self-start” and work unsupervised.
- High level of professionalism and excellent customer relations and communication skills, both verbal and written, for dealing with members of the public and attorneys.
- Problem solving and project management skills.
- Ability to build trust-based relationships with organizational, community, and judiciary leaders.
- Clerical and organizational skills needed for program administration.
- Administrative skills, including ability to organize workload and effectively manage several areas of responsibility.
- Ability to work in a variety of capacities.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.
- Problem solving and decision-making skills.
- Ability to monitor and assess performance of self and others to make improvements or take corrective action.
- Ability to learn and adapt to new technology.
- Ability to manage one’s own time and the time of others.