

# Director of Diversity, Equity, & Client Relations

**Job Category:** Directors

**Requisition Number:** DIREC01052

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Full-Time

Portland, OR  
Portland, OR, USA

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## Job Details

### Description

Miller Nash and its leadership strongly believe we have a responsibility for the professionals at our firm to reflect the diversity of the communities we serve. If you are interested in helping shape our diversity, equity, and inclusion efforts, we are adding a senior management team member to lead us in our DEI efforts both internally and as we partner with our clients. We are looking for someone with experience helping organizations.

The Director of Diversity, Equity, and Client Relations will be responsible for developing and advancing firm DEI strategies and partnering with existing and prospective clients on diversity initiatives. This position will report to our Chief Client Officer and work closely with the Chairs of our Diversity Committee and Managing Partner to help create, implement and monitor programs and policies that support our core principles of acceptance and understanding that help create a culture of respect, equality and inclusiveness throughout the firm. Responsibilities include providing strategic DEI leadership, developing key initiatives, implementing best practices, and representing the firm to our clients and in the community. A priority for our firm is the success of our diverse attorneys and this position will have a particular focus on developing strong relationships with our diverse attorneys, providing coaching, advocating on their behalf in firm decision-making, and developing initiatives designed to help with retaining and advancing the careers of our diverse attorneys. Their work will require both a persuasive voice and an attentive ear for these efforts to be effective.

We are looking for an internal thought leader on diversity, equity, and inclusion and provide strategic best practice recommendations from both within and outside the legal industry.

#### Role Responsibilities:

- Provide strategic leadership to support the firm's commitment to a diverse and inclusive legal environment. The professional will be the internal and client-facing thought leader on diversity and aligning diversity and business development strategy. Must have DEI experience and strong communications and presentation skills.
- Able to play a lead role in helping to develop effective business development training and coach diverse lawyers to help ensure their success with client development.
- Help conduct client interviews, team with partners for client visits, and conduct client meetings to discuss opportunities for aligning with clients' diversity and service initiatives.
- Work with Miller Nash leadership to ensure that career development programs support the DEI goals of the firm.

- Develop, implement and support policies, programs, processes, and initiatives to achieve the firm's goal of creating an inclusive workplace.
- Design and implement educational, awareness, and training programs.
- Develop, manage and track key DEI metrics and develop analytics for measuring effectiveness of DEI programs. Periodically report data to the Diversity Committee and firm leadership.
- Help develop, coordinate, and track action plans to leverage the firm's commitment to DEI and to create and deepen relationships with clients.
- Develop, implement and support policies, programs, processes, and initiatives to achieve the firm's goal of increasing the hiring, development, retention and promotion of attorneys from traditionally under-represented groups.
- Provide resources, support, and guidance to the firm-wide Diversity Committee and firm-wide affinity groups
- Establish and maintain relationships with external organizations, including affinity bar organizations, professional associations and student associations.
- Develop, implement, and support policies, programs, processes, and initiatives that enhance the firm's reputation as a DEI leader.
- Coordinate with firm-wide leaders to ensure alignment and consistency of training, initiatives and programs across all offices.
- Serve as internal consultant to firm leadership to ensure diversity, equity, and inclusion are part of the decision-making process throughout the organization, what it looks like for their business and help provide action items to achieve results.
- Assist with completion of internal and external surveys and responses to RFPs.
- Collaborate with internal teams including the members of the Firm's Diversity, Equity, and Inclusion Committee, the Department Chairs, Human Resources, Marketing, Chief Talent Officer to implement strategies that attract and retain the best legal talent.
- We are currently working in a remote environment and will set up the Director of Diversity, Equity, and Client Relations with a full home office – desk, chair, computer, printer, etc. Once we return to the office this position should have the ability and willingness to travel between our offices as needed.

#### Qualifications and Requirements:

- Minimum three years of relevant experience advocating for diversity and inclusion programs within organizations. Law firm or other professional services experience is preferred, but not required.
- Bachelor's degree or equivalent experience required; a J.D. or advanced degree in organizational development, human resources, or advanced studies related to D&I is a plus.

#### Equal Employment Opportunity

All employment decisions, including the recruiting, hiring, placement, training availability, promotion, compensation, evaluation, disciplinary actions, and termination of employment (if necessary) are made without regard to the employee's race, color, creed, religion, sex, pregnancy or childbirth, personal appearance, family responsibilities, sexual orientation or preference, gender identity, political affiliation, source of income, place of residence, national or ethnic origin, ancestry, age, marital status, military veteran status, unfavorable discharge from military service, physical or mental disability, or on any other basis prohibited by applicable law.

## Qualifications

### Behaviors

#### Required

**Enthusiastic:** Shows intense and eager enjoyment and interest

**Dedicated:** Devoted to a task or purpose with loyalty or integrity

**Innovative:** Consistently introduces new ideas and demonstrates original thinking

**Leader:** Inspires teammates to follow them

**Team Player:** Works well as a member of a group

**Functional Expert:** Considered a thought leader on a subject

**Detail Oriented:** Capable of carrying out a given task with all details necessary to get the task done well

## Motivations

### Required

**Ability to Make an Impact:** Inspired to perform well by the ability to contribute to the success of a project or the organization

## Education

### Preferred

Bachelors or better.

Equivalent Work Experience or better.

## Experience

### Required

**3 years:** Relevant experience advocating for diversity and inclusion programs within organizations.

### Preferred

Law firm or other professional services experience preferred, but not required.

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