



# Director of Diversity & Inclusion

## AIGA New Mexico

To oversee and guide AIGA New Mexico's efforts to both reflect and encourage diversity within New Mexico's design community. To offer guidance to the organization and its members by participating in purposeful dialogues and activities. To influence internal chapter practices and create new membership programming opportunities. As the demographic makeup of New Mexico changes, the Director of Diversity and Inclusion works to raise awareness to known and unknown biases against underrepresented or overlooked groups as it relates to race, gender, location, age, socio-economic background, religion, ability, etc.

## General Responsibilities

- Conduct annual qualitative and quantitative research on the demographic makeup of our regional population, our region's design industry, and our chapter. Present findings, along with any trends, to the Board of Directors and develop actionable recommendations in collaboration with Director of Membership to better serve AIGA New Mexico membership and the larger New Mexico creative industry.
- Collaborate with the Executive Committee, Programming Directors, Director of Development, and the Board of Directors at large to ensure the Chapter is engaging in diverse sponsorship, vendor, venue, and speaker opportunities available in the region. Help develop and secure these relationships as deemed necessary by the Executive Committee and Board of Directors.
- Attend Board of Directors meetings monthly, and when needed participate in Programming Council meetings every other month.
- Participate in the AIGA national discussion group (or network) as it relates to the Diversity and Inclusion Director position, the National Task Force for Diversity and Inclusion, and AIGA's national initiatives. Act as a liaison between these groups and the AIGA New Mexico Board of Directors.
- Advise on and, as needed, oversee the development of AIGA New Mexico programming that focuses on highlighting, promoting, and fostering diversity and inclusion in professional practice.
- Prepare occasional communications on the topic of Diversity and Inclusion to be shared with AIGA New Mexico's constituency.

- If desired, oversee the creation of Diversity and Inclusion committee to aid in the above responsibilities.

## Areas of Expertise and Work Experience (Required)

1. Minimum 5 years experience in professional design practice, design research, ethnographic research, or related/affiliated fields.
2. Previous team or committee experience (in any capacity); must be a team player, a self-starter, and leader.
3. Knowledge of qualitative and quantitative research techniques and ability to distill data into meaningful, actionable objectives.

## Critical Knowledge and/or Skills (Preferred)

1. Previous experience leading/working with volunteers
2. Previous AIGA committee experience
3. Demonstrable history of engagement, study or work in any of the following areas: ethnography, anthropology, cultural studies, social change, and civic engagement
4. Good communication and analytical skills

## Teams & Resources

1. Diversity and Inclusion committee, as applicable
2. Programming Council: Programming Directors and Associate Directors
3. AIGA and the National Task Force for Diversity and Inclusion
4. Director of Membership
5. Director of Communications

## Powers, Nomination and Term

1. **POWERS:** Voting member of the AIGA New Mexico board of directors.
2. **NOMINATION:** Nominated by any AIGA New Mexico member or self-nominated for consideration by the AIGA New Mexico nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the Board of Directors.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.