



**Director of Diversity, Equity, and Inclusion  
The Peddie School—Highstown, NJ  
July 2023**

Long committed to the intellectual, social and moral growth of each of our students, Peddie welcome individuals with diverse talents and backgrounds whose excitement, curiosity and character create an educational community where passion for learning grows. Keeping community at the center, the diversity, equity, and inclusion efforts at Peddie align with our mission to strive for the highest quality of citizenship, with respect, empathy, and appreciation across differences. The Director of DEI will oversee programs, management, and engagement on multiple levels that support the community in areas of cultural diversity, equity of experience, and cultivating belonging.

As a member of the senior leadership team, the Director of Diversity, Equity, and Inclusion is a 12-month employee and reports to the Head of School. The Director also serves as a critical resource, advisor, and organizer of support for students and all employees, coordinating cultural competency training, school-wide programming, and the close examination of policies, programs, and practices to further ensure institutional equity and access. The Director, like other senior leaders, reports at trustee meetings on progress and challenges in the assigned area of responsibility and engages with the board members to support and inform their work.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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### Primary Responsibilities:

- Partner with Head of School and other senior leaders to maintain a current DEI climate assessment and further DEI efforts in respective areas
- Lead the creation, implementation, and sustention of DEI initiatives to advance equity and belonging for all members of the community across constituencies
- Lead the collection, organization and reporting of DEI metrics, and track progress towards improving diversity, equity, inclusion, and belonging goals
- Conduct presentations on relevant DEI updates to constituencies as needed
- Serve as a strategic thought leader related to research and practices in the field of diversity, equity, and inclusion in education
- Manage and support the personnel and bodies designated under the DEI office, which includes the DEI coordinators and the DEI Councils (student and employee)
- Oversee student programming related to equity of experience, intercultural understanding, and community belonging, which includes but is not limited to: affinity groups, all gender housing, NEST program, DEI Day, and Bias Response
- Coordinate ongoing DEI professional development and cultural competency training on campus for employees
- Collaborate with Director of Human Resources and Associate Head of School to develop comprehensive recruitment, hiring, onboarding, and retention strategies for employees with regards to cultural diversity and anti-bias practices
- Serve on the Curriculum Committee as a resource for developing and teaching a culturally responsive curriculum
- Represent Peddie at events (on and off campus)
- Manage an operations budget for DEI-related expenses
- Teach a class each term, according to academic background and personal interests



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## Qualifications

- Bachelor's Degree required
- Demonstrated commitment to cultural awareness, social justice, anti-bias, or culturally responsive practices in organizations
- Experience in organizing diversity, equity, and inclusion programming and events
- Demonstrated ability to plan, implement, and sustain projects with quantifiable results
- Exceptional ability to organize, manage, multitask and meet deadlines across many projects
- Experience in managing a budget and working across different areas of an organization, managing multiple areas/priorities
- Ability to lead and manage a team
- Demonstrated ability to effectively communicate across differences, facilitate challenging conversations, and navigate multiple perspectives on various issues
- Pronounced ability to work with and handle matters of confidential nature (e.g., complaints, recommendations and novel ideas) from students, faculty, etc.
- Excellent relationship building, interpersonal, and collaborative skills
- Excellent writing, organization, and communication skills
- Passion for working with students and adults, enthusiasm, and a healthy sense of humor
- High level of adaptability, willingness to embrace nuance and change

## Preferred Experience

- Teaching experience is required
- Creating and managing institutional DEI program design and execution
- Familiarity with the nature and demands of a residential school community

## To Apply

Please send resume/CV, letter of intent, list of five references with contact information (references will not be contacted until the candidate is notified), and statement of philosophy of education and leadership to Donisha Thaxton ([donisha.thaxton@carneysandoe.com](mailto:donisha.thaxton@carneysandoe.com)) and Namita Bhattacharya ([namita@carneysandoe.com](mailto:namita@carneysandoe.com)). **Please do not contact the school directly.**



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