

## POSITION DESCRIPTION

FOR THE POSITION OF  
**SENIOR VICE PRESIDENT, CHIEF DIVERSITY OFFICER &  
DIRECTOR OMWI**



**July 2022**

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The logo for Diversified Search Group, featuring a stylized 'A' composed of three triangles (two blue, one gold) to the left of the text 'DIVERSIFIEDSEARCHGROUP' in blue and gold.

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## POSITION DESCRIPTION

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<b>POSITION</b>	Senior Vice President, Chief Diversity Officer & Director OMWI
<b>ORGANIZATION</b>	The Federal Reserve Bank of Atlanta
<b>REPORTS TO</b>	Leah Davenport, Senior Vice President Corporate Engagement
<b>LOCATION</b>	Atlanta, GA
<b>WEBSITE</b>	<a href="https://www.atlantafed.org/">https://www.atlantafed.org/</a>

## THE FEDERAL RESERVE BANK OF ATLANTA OVERVIEW

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The Federal Reserve Bank of Atlanta is part of the central bank of the United States. The Federal Reserve System—the Fed, as it is often called—consists of twelve Reserve Banks located around the country and the Board of Governors in Washington, D.C.

The Atlanta Fed territory covers the Sixth Federal Reserve District, which includes Alabama, Florida, and Georgia, and portions of Louisiana, Mississippi, and Tennessee. The Atlanta Fed has branch offices in Birmingham, Jacksonville, Miami, Nashville, and New Orleans.

At the Federal Reserve Bank of Atlanta, we embrace diversity and inclusion as essential to who we are. The Bank's values—integrity, excellence, and respect—are a clear statement supporting the notion that every employee is an important part of the Atlanta Fed's story and success. We advocate a simple truth: only by drawing on the talent, expertise, and perspectives of our entire staff and our external stakeholders will our Bank achieve its greatest potential in fulfilling our mission.

The Atlanta Fed and the eleven other Reserve Banks and Board of Governors play an important part in all five of the Fed's functions:

- ▼ conducting monetary policy
- ▼ promoting the stability of the financial system
- ▼ promoting the safety and soundness of individual financial systems
- ▼ fostering payment and settlement system safety and efficiency
- ▼ promoting consumer protection and community development

In its monetary policy role, the Federal Reserve seeks to keep prices stable and economic growth at its maximum sustainable rate. The Atlanta Fed president participates in deciding the direction of interest rates, convening with the other Reserve Bank presidents and the seven Board governors every six weeks at the Federal Open Market Committee meeting.

Along with other Reserve Banks and the Board of Governors, the Atlanta Fed monitors financial risks to help support a stable financial system. In a stable system, financial institutions and financial markets can provide households, communities, and businesses with the resources they need to invest, grow, and participate in a well-functioning economy.

The Atlanta Fed's Supervision, Regulation, and Credit staff seek to promote the safety and soundness of the individual financial institutions in the Sixth District, encourage them to responsibly meet the financial needs of their communities, and ensure compliance with applicable laws and regulations.

The Atlanta Fed and some of its branches provide cash to depository institutions in the region. In addition, as home of the Federal Reserve's Retail Payments Office, the Atlanta Fed processes transactions made through the Fed's automated clearing house (ACH) service, an electronic network that facilitates credit and debit payments between banks. The office also clears millions of checks every day.

The Atlanta Fed supports the Federal Reserve System in promoting consumer protection and community development through consumer-focused supervision and examination, research and analysis of emerging consumer issues and trends, community economic development activities, and the administration of consumer laws and regulations. This function also works to activate underutilized financial, human, and social capital to foster the conditions that facilitate inclusive economic growth.

## Office of Minority and Women Inclusion (OMWI)

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Established by Section 342 of the Dodd-Frank Wall Street Reform and Consumer Protection Act, the Atlanta Fed Office of Minority and Women Inclusion (OMWI) is responsible for all matters relating to diversity in management, employment, and business activities at the Bank. The OMWI builds upon our long-standing efforts to create an inclusive workplace, attract and retain a diverse staff, and promote supplier diversity.

The Bank informs its commitment to diversity and inclusion, in part, with the support of ten employee-led Employee Resource Networks (ERNs). ERNs have been an integral part of the Atlanta Fed's diversity-and-inclusion success since 2012. Voluntary, employee-led ERNs build business value by bringing awareness to relevant diversity-and-inclusion issues that affect the Bank's staff, values, and culture. Current ERNs include:

- ▼ Asian-Pacific Islander | Respect and Empowerment (ASPIRE)
- ▼ BUILD (Blacks United in Leadership Development)
- ▼ EAGLE (Equality Alliance for Gay, Lesbian, Bisexual, and Transgender Employees and Allies)
- ▼ GPS (Generations Promoting Success)
- ▼ HOLA (Honoring Our Latino/Hispanic Allies)
- ▼ IDEA Network (promotes technology, innovation, and creativity)
- ▼ Remote Worker Network

- ▼ VRN (Veterans Resource Network)
- ▼ WFN (Working Families Network)
- ▼ WISE (Women Inspiring Success and Empowerment)

The Atlanta Fed evaluates all managers on their competence in managing diverse teams and practicing inclusion in achieving objectives. All staff members receive education and training on best practices for embracing diversity and inclusion in the workplace.

Ensuring a respectful workplace enriches the Bank and helps us maintain our position as a high-performing organization and an employer of choice. We expect every employee to model the utmost professionalism and fairness by consistently communicating and behaving in a respectful manner.

## **ROLE SUMMARY**

The Senior Vice President, Chief Diversity Officer & Director of the Office of Minority and Women Inclusion (OMWI) leads the Office of Minority and Women Inclusion (OMWI) and the Federal Reserve Bank of Atlanta's diversity & inclusion (D&I) efforts. Serves as the architect and champion for the Bank's DE&I strategies. Provides thought leadership and oversight for all diversity-related strategies/initiatives, including DE&I in management and employment, supplier diversity, diversity outreach programs, and, at the direction of the Board of Governors, may assist in the assessment of the diversity policies of entities regulated by the Federal Reserve. Serves as an active and constructive member of the Bank's senior management committee, weighing in on Bank-wide policies, procedures and work environment with a focus on achieving measurable, sustainable results and direct engagement on the development of the culture of the organization.

Partners with OMWI Directors at other Reserve Banks and the Board of Governors, as well as other Bank leaders responsible for the execution of DE&I activities to coordinate and capitalize on potential synergies. Sets standards, collects/analyzes data, develops metrics, and monitoring and reporting systems to produce an annual report to Congress containing required elements outlined in Section 342 of the Dodd-Frank Act and to evaluate the Bank's overall progress in its efforts. Serves as the central point of contact with regard to scrutiny/requests for information from Congress and other interested governmental or community groups. Advises and consults with Bank management, Diversity councils, and others on matters that relate to DE&I. Plays a visible role in outreach and education in partnership with other departments in the Bank. Leads a diverse and inclusive team to accomplish OMWI objectives.

### **Primary Duties and Responsibilities**

- ▼ Develops and ensures execution of comprehensive organizational diversity, equity and inclusion strategic plan including communications, messaging and marketing tools in support of the strategy; data collection and analysis as well as developing metrics and monitoring/reporting systems to provide timely and accurate information to appropriate internal and external parties. Develops, implements, and embeds short-term and long-term diversity, equity and inclusion

strategies and programs into the Bank's culture. Actively counsels the Bank's Executive Leadership Committee with regard to DE&I related topics, questions and issues.

- ▼ Develops standards for and provides tracking and reporting of equal employment opportunity workforce representation statistics and the racial, ethnic, and gender diversity of the staff and senior management. The standards include affirmative steps to seek diversity in the workforce at all levels in a manner consistent with Section 342 of the Dodd Frank Act.
- ▼ Ensures development and implementation of standards and procedures for increased participation and, to the maximum extent possible, the fair utilization of minorities, women, minority-owned and women-owned businesses in all business, activities, and programs of the agency, including the agency's programs to address economic recovery, outreach, financial literacy, and mentoring programs. Also ensures establishment and implementation of standards for coordinating technical assistance to such businesses and advising appropriate leadership on the impact of the policies and regulations of the agency on minority and women-owned businesses.
- ▼ Actively engages in and supports local and national/System DE&I efforts and identifies areas of opportunity for outreach, leadership and relationship building with diverse suppliers, candidates, schools and the community. Represents the organization with key associations or boards and seeks to enhance the Bank's reputation as an inclusive employer in the community.
- ▼ Leads/directs preparation of annual report to Congress, regarding the actions taken by the organization and the Office of Minority and Women Inclusion (OMWI) pursuant to Section 342 of the Dodd Frank Act, as well as any other related reports and responses to internal and external constituencies. May participate in meetings with members of Congress or other agencies to review/discuss the organization's diversity, equity and inclusion programs, practices and progress.
- ▼ Partners with OMWI Directors at other Federal Reserve Banks and the Board of Governors to ensure consistent and efficient strategies, processes and reporting. Acts as a key resource for bank leaders and other departments on diversity and inclusion issues, including the development of best practices.
- ▼ Leads the Sixth District OMWI department and selects, develops and manages staff, sets performance expectations, provides coaching/feedback, and delivers performance reviews, etc.

### **Other Technical Skills and Certifications Required**

- ▼ Demonstrated success in developing and implementing strategies for building and sustaining diverse teams and organizational talent pipelines.
- ▼ Experience devising and delivering diversity, equity, and inclusion strategies that impact all levels and all tenures of employees.
- ▼ Excellent change management skills, including advocating, anticipating, and orchestrating change

- ▼ 15+ years of progressive people and/or business executive leadership experience or 10+ years with DEI experience and/or certification(s)

## SEARCH TEAM

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Diversified Search Group has been retained by the Federal Reserve Bank of Atlanta to assist in this recruitment process. Applications, nominations, and further inquiries should be submitted electronically and in confidence to: [FRBATL-CDO@divsearch.com](mailto:FRBATL-CDO@divsearch.com).

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***The Federal Reserve Banks believe that diversity and inclusion among our employees is critical to our success as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Federal Reserve Banks are committed to equal employment opportunity for employees and job applicants in compliance with applicable law and to an environment where employees are valued for their differences.***