

Director, Diversity & Inclusion

Certified Financial Planner Board of Standards (“CFP Board”) – headquartered in Washington, D.C. – is the certifying body for financial planning professionals. It is a non-profit organization that fosters professional standards in personal financial planning through its setting and enforcement of the education, examination, experience, ethics, and other requirements for the CFP® certification.

CFP Board seeks a highly motivated Director, Diversity & Inclusion to identify, develop, and implement the key D&I initiatives of the Center for Financial Planning. The incumbent will also provide strategic input to the Center, CFP Board, and Center Sponsors as it relates to leveraging D&I for positive business and/or social impact. This position serves as a subject matter expert for diversity & inclusion with emphasis on increasing the number of racially diverse CFP® professionals.

Essential Functions:

- Leads the D&I strategic objectives and initiatives, programs, policies, and practices for the Center.
- Builds partnerships with business and HR leaders to identify, recommend, and implement D&I campaigns that grow the number of racially diverse CFP® professionals.
- Defines and executes strategy in support of the Center’s philosophy that will enable stakeholders to utilize D&I as a strategy to positively impact their business.
- Generates more diverse and women entrants into the CFP® certification pipeline.
- Helps select partners create and implement strategic D&I workforce initiatives that assist them with meeting increasingly diverse needs and perspectives of their clients.
- Partners with stakeholders (internal and external) to ensure programs and initiatives support the CFP Board’s values, and strategic goals.
- Provides strategic direction for D&I training initiatives; connects trainings to business impact.
- Leads and manages all aspects of the annual Diversity Summit.
- Serves as the staff liaison to the Diversity Advisory Group and Women’s Initiatives.
- Lead and manages the ‘I Am a CFP Pro’ program and WIN Advocates.
- Collaborates with external and internal stakeholders, including students, registered programs and firms to promote and advance diversity, equity, inclusion, and why it is good for business.
- Establishes and maintains a D&I Scorecard and reporting system to monitor and measure progress.
- Manages communications and marketing activities to promote D&I Initiatives and generates maximum revenues (where appropriate), in collaboration with CFP Board’s Communications, Marketing and other departments.
- Participates in development efforts for Center for Financial Planning, including internal strategic planning, research concept development, and meetings, as desired, with current and potential funders.
- Performs other duties as assigned.

Background/Skills/Abilities Preferred:

- Bachelor's degree, preferably in business, communications or related field. MBA preferred, but not required.
- Prior experience in an association, corporate environment, or higher education institution preferred, but not required.
- Highly versatile professional, with a minimum of 7 years of work experience in diversity & inclusion, management, employee/business resource groups, training & development, human resources, or other related field, with demonstrable project management skills.
- Demonstrated understanding of the business case for diversity & inclusion.
- Strong understanding of industry benchmarks, leading practices and innovations in D&I, as well as the strengths and drawbacks of what has been tried to date.
- Creative and innovative, with the capability to lead change through influencing others.
- Ability to use data to build consensus, get strategic partners on board, and to show results.
- Excellent oral and written communication skills.
- Strong public speaking skills, group facilitation skills and executive presence.
- Highly skilled in adaptability, critical thinking, and collaboration/teamwork.
- Demonstrated ability to build and maintain quality relationships and collaborate with senior-level stakeholders (internal and external) and strategic partners.
- Ability to think strategically and oversee tactical execution.
- Ability to handle numerous projects at any given time and deliver outstanding finished product(s) in a timely manner.
- Travel required

To apply, send your resume and one-page letter summarizing your interest, qualifications and salary expectations. Please reference the Director, Diversity & Inclusion position in your cover letter. Email your application to humanresources@cfpboard.org, Attention: Director, Human Resources, CFP Board, 1425 K Street NW, Suite 800, Washington, DC 20005.

CFP Board believes that diversity of experience and perspective are strengths and seeks to continue to grow a highly committed, skilled and collaborative staff.