



Director of Diversity, Equity and Inclusion

STATUS: Full-time

BENEFITS: Health, Dental, Disability, 403(b) Retirement Plan

SALARY: Commensurate with experience

REPORTS TO: President & Chief Executive Officer

ORGANIZATIONAL DESCRIPTION

The Associated Medical Schools of New York (AMSNY) is the consortium of the 17 public and private medical schools in New York State. AMSNY works in partnership with its membership to advance health care through education, collaboration and advocacy. AMSNY's focus areas include diversity in medical education and the health workforce, best practices in medical education, and advancing treatments and cures through biomedical research. AMSNY has long been committed to increasing the number and percentage of medical school students and faculty from educationally, economically, culturally and ethnically underserved populations.

POSITION DESCRIPTION

Reporting to the President & CEO, the Director of Diversity, Equity and Inclusion will provide leadership in the development, implementation and management of a range of programs in AMSNY's portfolio, including the Diversity in Medicine post-baccalaureate programs and the Diversity in Medicine scholarship. The Director will serve as primary liaison to AMSNY's Committee on Diversity and Multicultural affairs, which includes senior leadership in Diversity, Equity and Inclusion at New York's 17 medical schools.

Responsibilities include:

- Manage existing and future grants related to diversity, equity and inclusion initiatives, including AMSNY's portfolio of Diversity in Medicine post-baccalaureate programs and the Diversity in Medicine Scholarship
- Develop grant proposals and report on grant-funded programs
- Serve as liaison to the Committee on Diversity and Multicultural Affairs (CDMA) and its subcommittees
- Conduct quantitative and qualitative analyses of issues related to diversity, equity and inclusion in medical education and biomedical research
- Synthesize analyses into concise and compelling written reports and presentations

The successful candidate will demonstrate an ability to maintain and grow relationships with AMSNY's member institutions and identify and engage key partners across the state, including medical and dental school deans, faculty and administrators. The successful candidate will also demonstrate an ability to lead and collaborate in team-based settings, as well as work effectively with national association leaders and funders.

QUALIFICATIONS

- Master's degree in Public Administration, Public Health or similar field, plus
- Two years of professional experience developing and implementing programs focused on the recruitment and retention of diverse populations into institutions of higher learning.
- Ability to lead and collaborate in multistakeholder team settings
- Excellent problem solving, communication, and organizational skills
- Strong quantitative skillset, including statistical analysis and use of databases for longitudinal analysis
- Strong strategic planning, organization and project management skills
- Highly effective communicator, including formal presentations, networking and community building skills
- Experience working in a small office and willingness to contribute where needed
- Medical or dental school background preferred, but hospital, public health, other healthcare and/or higher education experience considered

Please submit a cover letter and CV to: info@amsny.org