

# **Executive Director to the Commission on Racial and Ethnic Fairness**

## **Scope of Work**

The Supreme Court of Missouri's Commission on Racial and Ethnic Fairness ("CREF") is seeking an independent contractor to serve as the part-time Executive Director. CREF is responsible for promoting racial and ethnic fairness in the Missouri judicial and legal systems. The Executive Director will coordinate, plan, implement, and lead the successful completion of activities in accordance with the charge of CREF. The Executive Director also will exercise considerable judgment and discretion in the development of policies, programs, and materials. Eligible persons will have considerable knowledge regarding judicial and legal practices, diversity and inclusion, community involvement, and experience managing projects to successful completion.

The work of the Executive Director will be guided by the charge of CREF in conjunction with its tri-chairs. The Executive Director will dedicate necessary time to serve the needs of CREF. Successful performance will be evaluated through personal consultations, observation, and results obtained. Periodic presence in Jefferson City some over-night travel will be required.

## **Essential Contractor Functions**

Working with the Commission on Racial and Ethnic Fairness:

- Create a strategy supporting CREF's commitment to establish measures to assure fairness, impartiality, equal access and full participation for racial and ethnic minorities in the judicial process and in the practice of law and support all CREF's diversity and inclusion strategies and goals.
- Set and prioritize CREF and subcommittee goals, develop action plans, and lead projects to completion and implementation.
- Identify key questions for collection and analysis of judicial and legal systems diversity data.
- Coordinate and collaborate, as directed, with necessary groups and/or entities.
- Provide recommendations concerning changes to court rules or practices to ensure equal protection and due process for racial and ethnic minorities.
- Attendance at court, bar, and other meetings outside normal business hours is required.
- Provide guidance on matters related to enhancing cultural competency initiatives.
- Track, assess, analyze and communicate the effectiveness of diversity and inclusion initiatives across Missouri's judicial system, as well as key diversity success metrics and demographic trends generally within the legal system.
- Produce requested reports.
- Perform other duties as required.

## **Eligibility Requirements**

- Strong organizational skills, work ethic, initiative, sense of urgency and attention to detail.
- Ability to obtain and comprehend complex and detailed demographic data.
- Understanding of research methodologies.
- Knowledge of equal opportunity laws, regulations and policies at both the state and federal level.
- Understanding of court procedures, legal documents, court rules, and legal policies pertaining to the court and legal system.
- Ability to establish and maintain effective working relationships with judges, attorneys, employees, court officials, community leaders, and the public.
- Ability to participate in cross-functional teams and manage multiple cross-functional CREF initiatives in parallel.
- Thorough understanding of project management and change management techniques.
- Ability to analyze, appraise and organize facts, evidence and precedents with the ability to present conclusions to a wide range of audiences.
- Strong communication skills – oral, written and presentation skills.
- Highly sophisticated leadership abilities to establish and implement CREF goals at the micro and macro level and motivate and influence others to achieve CREF's goals and objectives.
- Ability to maintain confidentiality of sensitive judicial branch information.

## **Minimum Education, Skills, Experience and Training**

A Bachelor's Degree is required, but a Law degree or Master's Degree in sociology, political science, cultural studies, public administration or related fields is preferred. Experience as administrative leader of a legal organization with history of successful project management is preferred.

Interested parties shall submit a proposal including a statement of work and documentation relating to applicable education, experience and skills to email: [crefdirector@courts.mo.gov](mailto:crefdirector@courts.mo.gov)

Proposal received by October 15, 2020 will receive preference but proposals may be considered until contract is award.

***The Supreme Court of Missouri is an Equal Opportunity Employer, which extends to the selection and treatment of independent contractors and any other persons or organizations doing business with the Court.***