

Nonprofit Diversity & Inclusion Checklist: 4 "Wins" in 5 Steps

Step ✓ **Action Item**

Step 1: Develop shared understanding of diversity & inclusion within your organization

Resources: <http://nonprofitinclusiveness.org/step-3-making-case>

- ✓ Identify 2-3 key board, staff and community members to draft statement of shared values on diversity and inclusion.
- ✓ Committee meets 1-2 times to draft values.
- ✓ Reflect drafted Values Statement in all staff meeting, receive & document feedback.
- ✓ Reflect drafted Values Statement in board meeting, receive & document feedback.
- ✓ Re-draft statement in committee.
- ✓ Proposal drafted statement be approved/endorsed by board of directors.

Step 2: Articulate diversity & inclusion across all stakeholders

Resources: Sample "Statement of Inclusiveness":

- ✓ Add verbal recitation of Values Statement to orientation procedure for new staff, new board, new volunteers.
- ✓ Add verbal recitation of Values Statement annually at board meetings and all staff meetings.
- ✓ Format Values Statement into poster-sized document (11x17 is good) and post at every entrance to the building(s).
- ✓ Place Values Statement or link to it on home page of website.
- ✓ Put text of Values Statement organizational brochures.
- ✓ Attach Values Statement to all new job postings & at employment page of website.

Step 3: Review and Upgrade Talent Pipeline

- ✓ Identify dimensions of diversity you are interested in increasing.
- ✓ Identify community , cultural organizations, and educational institutions (HBCUs or other diverse colleges), community fairs and festivals reaching populations in your region. Find out how you can post new job postings to these constituencies.

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Step ✓ Action Item

Step 3: Continued

- ✓ Ask diverse community members where they find out about new job opportunities, then make the connection.
- ✓ Identify currently pipelines for staffing (volunteers? Interns?) and apply above recruiting techniques to these areas as well.
- ✓ Update (or create) job postings protocol with checklist of new standards and follow it for each new job posting.

Step 4: Cultivate Community Partnerships

- ✓ Identify key cultural and community nonprofit organizations and invite leadership to a regional roundtable to discuss building greater diversity and inclusion across the sector. Suggest the meeting rotate at each participant's location and include a tour of their facility.
- ✓ Focus conversations on what you have in common and what you'd like to learn about - looking for natural partnership and collaboration opportunities.

Step 5: Identify Bright Spots & Replicate Them

- ✓ Plan an open discussion at an upcoming all staff meeting to gather the stories of how your organization is currently doing well on diversity and inclusion. Get input on how these ideas could be replicated in other areas of the organization. Consider volunteer experiences, intern experiences, community programs that are offered.
- ✓ Identify areas of your organization that have a more diverse staff. Talk to the group about how/why that is working. Get tips for replicating in other areas of the organization.

Read the related blog: **5 Action Steps for Nonprofit Diversity & Inclusion** , by Kathleen LaTosch
<http://latoschconsulting.com/2014/11/12/nonprofit-diversity-inclusion-recruitment-strategies-quick-wins/>

Adapted from Strategies for Diverse Talent from the Independent Sector:
https://www.independentsector.org/2013_ngen_fellows_project?cm_mid=3735029&cm_crmid=bd82d7dc-8099-e311-9563-00155d009001&cm_medium=email

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