



DEI Supplier Diversity Manager

K Strategies is an award-winning marketing and public relations agency with two decades of experience helping organizations position themselves to increase market share and engage target audiences. We create inspiring marketing campaigns and materials that help our clients build credibility, educate their audiences, and attract new business opportunities. We make ideas happen and help our clients achieve their goals. We value strategic thinkers who want to make an impact.

We're looking to hire a DEI Supplier Diversity Manager to lead and manage Diversity, Equity and Inclusion and Supplier Diversity Program with clients in the construction, government, and healthcare industries.

Job Responsibilities

- Lead and direct DEI and supplier diversity programs including developing program strategy and action plans.
- Create proactive and successful public and community engagement programs in a wide range of diverse communities.
- Write for a variety of content including diversity plans, communications materials, email campaigns, presentations, newsletters, social media, website content, and program reports, etc.
- Create, track and audit comprehensive minority spend reports and Monitor contracts to ensure compliance of M/WBE policies.
- Experience representing organizations with chambers of commerce or other associations.
- Engage audiences through public speaking for community outreach and presentations.
- Coordinate the creation of eye-catching marketing materials (flyers, brochures, presentations, newsletters, and digital assets).
- Act as an advocate and liaison between vendors, client and the M/WBE community.
- Lead the coordination of special events including workshops, supplier networkers, project information events, conferences, groundbreaking and grand openings, etc.
- Create project documentation including presentations, status reports, and other documents as necessary.
- Review all deliverables to ensure high-quality and professional outputs to exceed client expectations.

Qualifications

- Three or more years of experience managing DEI and/or supplier diversity programs
- Bachelor's degree in business, marketing, communications or related field
- Experience working in Microsoft Excel spreadsheets and formulas
- Good writing skills using AP Style
- Experience speaking and presenting to groups
- Experience working in a fast pace environment, able to multi-task and meet tight deadlines and high client expectations
- Bilingual (English and Spanish) is a plus

Compensation / Benefits

- Competitive salary based on experience and skill set
- PTO (3 weeks) and 9 paid holidays
- Cell phone allowance
- 401K with matching
- Health, dental, vision and life insurance
- Short Term Disability (STD), Long Term Disability (LTD) and Accidental Death & Dismemberment (AD&D)

Ready to apply?

Email your resume to careers@kstrategies.com and put **DEI** in subject line.

Complete 5 -10 minutes careers assessment at <https://go.apply.ci/s/94DB8E0000>

WE MAKE **IDEAS** HAPPEN.