

## Culture and Engagement Program Manager

**Full-time employment opportunity with a dynamic and multi-faceted resource for economic development in the St. Louis region.**

### About Us

**Since 1950, we have partnered with private and public organizations on hundreds of projects that have created thousands of jobs on both sides of the Mississippi River.**

**BSD operates with a focus on making a positive impact on the region and the nation, better connecting the Bi-State area to the rest of the world. We are impacting neighborhoods, large and small, in Illinois and in Missouri, with investments that are shaped by our unique perspective of the region and its potential.**

### Why Work Here

- Work for a company that strives to make a positive impact in the region
- Earn competitive salary
- Gym Discounts with Club Fitness and OneLife Fitness at Ballpark Village
- 24 hour access to our 9 onsite gyms
- Wellness program that provides free health screenings
- Discounted Cell Phone service
- Free MetroLink and MetroBus access
- Medical, Dental, Vision coverage effective on your 1st day
- 4 weeks earned PTO
- Your Birthday is a floating holiday
- Company sponsored 401k plan
- Employee assistance program
- Bi-State Development is an eligible employer for the Public Service Student Loan Forgiveness program

## The Role

Engages and aligns team members with the company's vision, mission and core values. The Culture and Engagement Program Manager supports creating and driving an integrated culture. Collaborates with team members across the organization to enhance engagement by supporting initiatives that promote our organizational values. The Culture and Engagement Program Manager supports DEI events, programs and strategic initiatives including the Racial Equity Task Force. The role partners with internal team members and organizations within the community, and leverages these partnerships to strengthen Bi-State Development's (BSD) focus on creating an equitable and inclusive culture of belonging; respecting differences, fostering innovation, and empowering team members to bring their authentic selves to work every day.

## Responsibilities

## **Culture**

- Support the Director Culture and Change Management in developing a culture focused on BSD's mission, vision, and core values (One BSD).
- Create strategies, structure and methods for driving team member engagement across the company, including all facility locations, and at-home working experiences.
- Support the management, scheduling and implementation of the Be in the Know series and other engagement strategies that inform positive change and enable team members to engage and align to One BSD.
- Conduct analyses to review plan success and identify opportunities for improvement.

## **Diversity, Equity and Inclusion**

- Create and implement an organizational Racial Equity Plan to integrate into the overall BSD DEI strategic plan.
- Leverage DEI data and analytics to drive decision-making and provide visibility on progress.
- Support the development, planning and implementation of cultural observances and Employee Resource Groups.
- Leverage experience in facilitation and training to build DEI and cultural competency capabilities and behaviors.
- Stay current on emerging issues and trends in DEI work and make recommendations as there are opportunities.
- Maintain contact with external DEI organizations.

## **Communications**

- Assist with updating Culture and Change Management Hub page content.
- Build strong internal networks across BSD entities and drive communication of BSD culture, One BSD and DEI initiatives.
- Oversee ad-hoc projects that further enhance the team member experience.

## **Administration**

- Gather and analyze data to guide program strategy development, including answering specific strategy questions.
- Participate in generating standard and custom program reports, supports summaries of business, financial, or economic data for review by EVP and senior leaders to drive long-range strategy and partnership decisions.
- Directly manage major in-house initiatives, including EVP's agency outreach efforts.
- Prioritize and manage ad-hoc time-sensitive projects.

## Knowledge, Skills, & Abilities

- Previous experience in Organizational Development, HR or employee engagement
- Relevant work experience in the Diversity, Equity and Inclusion field
- Strong analytical skills and ability to translate metrics, research, and trends into strategy and improvement opportunities
- Ability to demonstrate empathy and compassion
- Emotional Intelligence
- Support and live BSD's Core Values
- Interact effectively with individuals and teams at all levels
- Ability to partner and collaborate with various stakeholders, inside and outside of the organization
- Knowledge of industry benchmark practices
- Deep listening skills
- Proven ability to think strategically, define and oversee success on program initiatives
- Demonstrated comfort and confidence in dealing with ambiguity and leading through change
- Creative and organizational agility – ability to move about the organization and adapt to change quickly
- Ability to influence and align with stakeholders at all levels and work cross-functionally in an organization
- Strong organizational and project management skills, set priorities, manage multiple tasks simultaneously
- Bias towards excellence, delivering high quality work with a passion and fierce commitment for driving results
- Excellent verbal and written communication skills
- Proficient in Microsoft Office
  - Proficient in remote collaboration tools (Zoom, GoToMeeting, GoToWebinar, Google Chat etc.), and at maximizing computer productivity through high-speed Internet, multiple monitors, and telephone.

## Education

**Degree:** Bachelor's Degree required

**Field:** Business Administration, Human Resources, Management and Organizational Behavior

## Experience

**Years:** Minimum (3) years of experience in a related field such as HR, Organization Development, or Employee Engagement; with at least two (2) years specializing in Diversity, Equity and Inclusion.

**Field:** Certification in Diversity, Equity and Inclusion preferred.

Apply on line at [www.bistatedev.org/careers/](http://www.bistatedev.org/careers/)

Bi-State Development is committed to providing an Equal Employment Opportunity experience for all employees, applicants, vendors and customers with an environment free of discrimination, harassment, and retaliation.

