



Sample Diversity, Equity, and Inclusion Self-Assessment for Nonprofit Organizations

Excerpted from the Standards for Excellence Diversity, Equity and
Inclusion Educational Resource Packet

This self-assessment is intended for individuals who have a strong grasp of all aspects of the organization and intimate knowledge of the day-to-day work of the nonprofit. For some organizations, this assessment will be most appropriate for all staff members to complete. For others, this assessment may be most appropriate for senior leadership or team leaders.

This self assessment is part of the Maryland Nonprofits Standards for Excellence educational resource packet entitled, Diversity, Equity and Inclusion, one of the [twenty-seven educational resource packets in the series](#). Each packet includes sample policies, tools, and model procedures to help nonprofits achieve best practices in nonprofit governance and operations. They can be accessed through Maryland Nonprofits membership. To learn more about this and other Maryland Nonprofits membership benefits, click [here](#).

Standards for **II** Institute excellence

Organizational Diversity, Equity and Inclusion (DEI) Self-Assessment Tool

This tool is designed to help your organization better understand the status and identify action steps for increased the diversity, equity, and inclusion (DEI) within your organization. The assessment can be completed as a group exercise or individually, with responses aggregated for review and analysis. The focus of your responses should be on the **organization**.

The DEI self-assessment is organized into six key areas that will help your organization identify:

- Current strengths
- Areas for improvement
- Priorities for action
- Potential partnerships
- Resources to obtain or share

Depending on its mission, programs, and stakeholders, each organization will define DEI in its own way. For purposes of this assessment, be sure to consider culture in a broad sense, with race or ethnicity as central and interconnected with other aspects of culture that may create a very different dynamic (such as history, geographic background, communication style, gender roles, value systems).

Please rate the following statements by checking the response that most closely matches your status.

Mission, Strategy and Evaluation						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
A high-level commitment to Diversity, Equity and Inclusion (DEI) is important to our organization achieving its mission with greater impact.						
We have created a group or taskforce to help us think about how we might advance diversity, equity and inclusion						

	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
Our organizational mission, vision and/or values demonstrate a commitment to DEI						
We have DEI goals for our organization in our strategic plan						
We have data on the demographic makeup of our workforce and community(ies) we serve						
We have data on the demographic makeup of community(ies) we serve						
Program participants are treated with respect and cultural differences are valued.						
Speakers for our events and people featured in our materials represent different cultural and linguistic backgrounds and are inclusive of people with disabilities.						
Research sponsored by our organization is inclusive and respectful of non-Western thought and traditional knowledge reflecting the value of cultural ways of knowing.						
We are sensitive to how we utilize data when we represent our program participants or members of the community.						
We maintain data on the demographics of the people we serve.						
We maintain data on our staff.						
We maintain data on our volunteers.						

We analyze demographics data and make improvements and outcomes.						
LEADERSHIP: Board, Staff & Volunteers						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
Our leadership sets the example in the DEI work beginning with the board and executive leadership						
We currently employ a set of DEI best practices at our organization						
We provide training on DEI best practices for our board, staff and volunteers						
Our board and staff are held accountable for the organization's established DEI practices						
We have conducted an organization-wide assessment of our DEI work including policies, practices and procedures						
Our Board includes:						
a. People with disabilities						
b. People with different racial backgrounds						
c. Gender Balance						
d. Diversity of age groups						
e. Representative of the people we serve						
Legal Compliance & Ethics						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
We have developed a DEI policy for our organization						
We implement our DEI policy effectively						
We provide accommodations when needed for people with disabilities in our office and programs.						

Our current hiring practices effectively incorporate DEI best practices						
Finance & Operations						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
We hire consultants and vendors that reflect our commitment to DEI (how we contract, retain and pay)						
We review our compensation for all staff to ensure equitable salaries						
Our expense reimbursement practices and policies are designed in a way that is comfortable for individuals from all income levels.						
Our technology and cell phone usage policies acknowledge different levels of income and internet access for staff.						
Resource Development						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
We treat our partners equitably in regard to decision making and distribution of resources.						
We engage a diverse pool of donors.						
Our fundraising materials are reflective of diverse donors and program participants						
Our fundraising committee has diverse leadership and participation.						
Public Awareness, Engagement & Advocacy						
	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
Citizens of the community can access our services regardless of race, gender, ethnicity or disability.						

	Strongly Agree	Neutral	Agree	Strongly Disagree	Don't Know	N/A
We look for partners who will work with us to improve our DEI efforts in the community.						
We are sensitive to our messaging on the web, email, flyers, invitations and events.						
We are diligent to engage the public in communities serve diverse constituencies.						
Our partnerships and engagement grow out of intentional relationship building with the community and others.						
Our offices are clean and welcoming, ADA ¹ compliant and fully accessible to people with disabilities.						
Our programs and events are accessible to people with disabilities.						
Our offices are accessible by public transportation (if applicable).						
Our website is compliant with accessibility criteria.						

*ADA (*American Disabilities Act*)

MARYLAND NONPROFITS

Justice, Diversity, Equity, Inclusion

What's In It For You?

↑ 20%

Cognitive diversity can enhance team innovation by up to 20%

↓ 40%

Lagging companies are more likely to underperform their national industry median in profitability at 40%

35%

Companies in the top quartile for ethnic and cultural diversity are 35% more likely to generate above-average returns

67%

67% of job seekers consider workplace diversity an important factor when considering employment opportunities

ABOUT MARYLAND NONPROFITS' APPROACH TO JUSTICE, DIVERSITY, EQUITY, AND INCLUSION

At Maryland Nonprofits our work is aimed at helping nonprofit organizations strengthen their operations and governance so that they can best reflect, engage, and serve their communities. This is in keeping with our mission "to strengthen organizations and networks for greater quality of life and equity."

To that end, we encourage nonprofit organizations to fully embrace anti-oppression, anti-racism, justice, equity, diversity, and inclusion as a challenge to grow and become more healthy and productive environments. We challenge ourselves and our members to not look away from the things that undermine these ideals.

Equity, whether racial, gender or cultural is more impactful when understood within a justice and anti-oppression and systems framework. We help organizations understand how systems oppress and cause harm and what they can do to dismantle and shift away from damaging practices, policies that undermine their people, mission, and community.

Our consultants will help you identify where and how to begin to:

- Hold difficult conversations with your board and staff
- Assess where you are as an organization, leadership, or department
- Identify ways to build authentic relationships and repair harm
- Create a shared language that lends itself to productive, clear, and honest conversation.
- Establish strategic plans that align with your mission and equity goals
- Put into perspective the impact of racism and oppressive systems on your leadership, board, and staff.
- Begin the work toward a more healthy, vibrant, and productive workplace or board that attracts top talent and contributions to your work.



1500 Union Avenue, Suite 2500, Baltimore, MD 21211
410.727.6367

Carmen C. Marshall, Director of Consulting
Email: cmarshall@mdnonprofit.org

EIGHT WAYS MARYLAND NONPROFITS CAN HELP YOUR ORGANIZATION



<p>RECEIVE FOR FREE:</p> <ul style="list-style-type: none"> • Workshops, webinars & roundtables • 3 Fundraising Databases • Educational packets, sample policies, and ready-to-use templates • Job postings in our Career Center 	<p>ENJOY DISCOUNTS ON:</p> <ul style="list-style-type: none"> • Products & services including Worker's Comp Insurance and Directors and Officer's Liability Insurance • Events and networking • Consulting services 	<p>RAISE MORE MONEY</p> <p>Leverage the power of 3 grants and donor databases.</p> 	<p>GET THE TOOLS YOU NEED</p> <p>Access vetted nonprofit policies, plans, templates and expert best practices.</p> 
<p>STATEWIDE NONPROFIT ADVOCACY</p> <p>Get ready for the advocacy season, connect with nonprofits that care about your issues, and harness power for a better Maryland.</p> 	<p>MAKE CONNECTIONS</p> <p>Make connections at our networking events and online in our Member Portal.</p> 	<p>ATTRACT AND RETAIN GREAT EMPLOYEES</p> <p>Access our bi-annual Salary Survey, Model Employee Handbook, and free job postings in the Career Center. All your employees get logins to the Member Portal.</p> 	<p>STRENGTHEN YOUR BOARD</p> <p>Support a high performing board of directors with reference materials, training and tools including Board Room Quick Tips and Board Excellence training.</p> 

WE OFFER:



Resources for nonprofits: Resources on best practices for nonprofit organizational governance, management, policies and procedures, and legal compliance at any stage of a nonprofit's lifecycle. Members receive access to a full library of resources available for download, including the bi-annual salary survey, compliance checklists, sample policies and procedures, board member job descriptions, sample resource development plans, and resources on diversity, equity, and inclusion. Membership benefits also include group buying opportunities for insurance, accounting services, and more!



Conferences, trainings and webinars: We convene nonprofit leaders in major conferences with world-class speakers, smaller workshop settings for in-depth skill-building, and online through webinars offered by us and our trusted partners. Members receive deep discounts to our conferences, discounts to partner events, and free access to many events and webinars produced by Maryland Nonprofits.



Online community and networking opportunities: Members of Maryland Nonprofits receive exclusive access to an online community to network, get input, and share ideas. These online relationships are strengthened and supported offline by convening events, roundtables, and affinity groups for peer support.



Vision, metrics and collaboration for better quality of life: Maryland Nonprofits coordinates ACTivate Maryland, a statewide initiative organizing a diverse coalition of nonprofit and foundation changemakers to build a strong economy, foster vibrant communities, and improve quality of life for all Marylanders.



A voice for the sector in State and Federal funding and policymaking. Maryland Nonprofits advocates for adequate governmental funding for key programs and services that are important to nonprofits and the communities and causes we serve, for governmental transparency and accountability, and for greater community involvement in policymaking.



Consulting and contract training: Our highly-qualified staff consultants and associates provide expert guidance to help nonprofits grow and thrive, including fundraising, strategic planning, board development, financial management, human resources, mergers, and much more.

JOIN TODAY!



CONNECTING SMALL NONPROFITS WITH RESOURCES TO HELP THEM GROW

Get help growing your organization! The Nonprofit Development Center (NDC) is a unique program offering free resources, training, consulting, development assistance, and a network of supportive peers.

JOIN THE NDC FOR ASSISTANCE WITH:

- ◆ Organizational Development and Strategic Planning
- ◆ Board Development
- ◆ Fundraising and Resource Development
- ◆ Volunteer and Personnel Management
- ◆ Budgeting, Accounting, and Financial Management
- ◆ And more!

HOW YOU'LL LEARN — THE NDC PATHWAY:

- ◆ The gateway is an online community where you can network, ask questions, and share advice with non-profit peers.
- ◆ Explore an extensive Resource Library for research and customizable documents such as a sample budget, board member job description, employee manual, and more.
- ◆ Participate in regularly scheduled learning events — check out our upcoming events online. Or, take advantage of deep discounts on onsite trainings.
- ◆ Take a three-month course on the basics of board governance and legal and regulatory compliance.

To be eligible, your Maryland-based 501 (c) (3), (4), or (6), must be less than 10 years old and have an operating budget under \$750,000. Think you're eligible? [Apply online at bit.ly/MANONDC](http://bit.ly/MANONDC)



WHY ACCREDITATION?

The Standards for Excellence program is a comprehensive set of best practices and an active way to strengthen your organization. You are supported every step of the way with assessment tools, turnkey resources, and sample policies and procedures. You may also choose to engage with a Standards for Excellence Licensed Consultant. Once accredited, you'll get prominent recognition on the Standards for Excellence website and GuideStar.org and access to a national community of nonprofits and partners. Standards for Excellence accreditation will set your organization apart as a top performer in your field!

GET STARTED!

Visit our website and complete a self-assessment! You'll find all the resources you need to start the accreditation process at standardsforexcellence.org/accreditation-and-recognition.