REJI ORGANIZATIONAL RACE EQUITY TOOLKIT

2ND EDITION

REJI Organizational Assessment

JUSTLEAD WASHINGTON

WASHINGTON RACE EQUITY & JUSTICE INITIATIVE

REJI ORGANIZATIONAL ASSESSMENT

The REJI Organizational Assessment is designed for any organization interested in gathering information, regardless of how far along it might be on the journey to becoming a more racially equitable organization. The Assessment can be given in person, in written form, or online to key stakeholders of the organization such as individual staff members, board members, and external partners. The Assessment explores five dimensions of organizational race equity work, given these dimensions are often linked in ways that perpetuate inequities and a racist environment. An Assessment should collect data meaningful to the staff and communities, especially BIPOC, so questions should be adapted as needed to fit the organization uniquely.

Taken together with other parts of the REJI Toolkit, the Organizational Assessment aims to:

- Establish baseline information across five "dimensions" of organizational race equity work;

- Further, explore each dimension of race equity work through the **Going Deeper** section of the REJI Toolkit; and

- Help organizations identify priorities that can be translated into an Equity Action Plan to solidify the organization's commitment to race equity and identify tangible goals and steps. **See the Appendix for Tool A: Organizational Equity Plan Worksheet** and Sample Equity Plans from organizations in **Tool E and F. Appendix Tool B: Racial Equity Impact Assessment** can help you further apply an equity analysis to your organization's operations, practices, priority-setting, and decision-making.

We encourage organizations to engage in the process of ongoing review and evaluation of their race equity goals to help build on what is working while identifying what is impeding meaningful change. Utilizing an external consultant – explored above in **Part 3 of this Toolkit** – can help ensure the appropriate interpretation of data to advance the organization to the next stage of its organizational race equity work.

Since Assessments are merely a tool for gathering information to inform the equity-related decisions of the organization, there is value in conducting them at any stage. However, as they can often reveal the true starting point for the work, organizations that choose to wait to be 'further along' before conducting an assessment (e.g., holding anti-racism trainings for staff first) may needlessly be delaying acquiring valuable information from members of the organization. As Part 2 of this Toolkit indicates, a theme of "Getting Ready" for organizational race equity work is creating space and emotionally prepare for conversations on race equity within your organization. Gathering data can be a useful strategy to begin those conversations and identify areas of growth that likely BIPOC staff can already identify.

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ORGANIZATIONAL ASSESSMENT

For each question below, select the number that best reflects the organization you are assessing, according to the following rubric:

1. **Strongly Disagree**
2. **Disagree**
3. **Neutral**
4. **Agree**
5. **Strongly Agree**

Note: While the below sample explicitly centers racial equity, please contact JustLead Washington if you would like additional sample questions for assessing diversity, equity, and inclusion across other social identities.

Circle a Choice	SECURING ORGANIZATIONAL & LEADERSHIP COMMITMENT TO RACE EQUITY WORK *GOAL*: Racial equity is a core part of the mission, advocated for throughout the organization and communicated broadly.
Unknown 1 2 3 4 5	The organization incorporates race equity into its mission, vision, values, and/or other organizational identity statements.
Unknown 1 2 3 4 5	The organization communicates to its stakeholders and supports its values and work around racial justice.
Unknown 1 2 3 4 5	The organization has allocated financial and human resources toward internal and/or external race equity work. This may include assigning personnel or funding for coordination of work, development and implementation of plans, and/or monitoring and evaluation work.
Unknown 1 2 3 4 5	The organization encourages/makes trainings available on an ongoing basis to staff, board, and volunteers to support equity, anti-racism, and anti-bias work.
Unknown 1 2 3 4 5	The organization has an equity plan in place that articulates the value of prioritizing equity and racial equity, identifies key goals, and suggests measures for ongoing accountability to those goals and opportunities for evaluating progress.

For each of the following, the group is diverse across demographics and perspectives and reflects the communities the organization seeks to impact with its work:

Unknown 1 2 3 4 5	Board
Unknown 1 2 3 4 5	Staff
Unknown 1 2 3 4 5	Volunteers
Unknown 1 2 3 4 5	Organizational Partners/Allies

Circle a Choice	
Unknown 1 2 3 4 5	Community Supporters/Local Donors

For each of the following, there is an understanding of the impact of and need to address cultural, institutional, and structural racism and advance racial equity:

Unknown 1 2 3 4 5	Board
Unknown 1 2 3 4 5	Staff
Unknown 1 2 3 4 5	Volunteers
Unknown 1 2 3 4 5	Organizational Partners/Allies
Unknown 1 2 3 4 5	Community Supporters/Local Donors

Circle a Choice	**CREATING MORE EQUITABLE ORGANIZATIONAL CULTURE** *Goal*: Black, Indigenous, and People of Color (BIPOC) engaging with the organization, feel included, valued, and respected.
Unknown 1 2 3 4 5	The organization creates space for discussing issues of race and racism in ways that are relevant to the work.
Unknown 1 2 3 4 5	Cultural "norms" of the organization, spoken or unspoken, allow for questions, issues, and concerns about racial dynamics internally to be openly discussed and addressed.
Unknown 1 2 3 4 5	Team members can meaningfully engage and work through tension when conflict arises.
Unknown 1 2 3 4 5	Staff/leadership/volunteers who identify as people of color or as belonging to other historically marginalized groups can bring their full identities to the workplace, if they choose, and feel recognized and respected.
Unknown 1 2 3 4 5	Staff who identify as people of color or as belonging to other historically marginalized groups can contribute to shaping our organizational culture.
Unknown 1 2 3 4 5	Community members feel welcome and comfortable entering into our environment without having to conform to dominant (white) cultural expectations.
Unknown 1 2 3 4 5	The organization encourages ideas, strategies, initiatives, and feedback from all stakeholders of the organization (including frontline staff, volunteers, clients - not only those with positional authority).
Unknown 1 2 3 4 5	When planning internal meetings and gatherings, the organization considers accessibility and inclusion factors like language access/interpretation, accommodations, childcare, food, and location.

Circle a Choice	**RECRUITING, HIRING, & RETAINING A DIVERSE WORKFORCE** *Goal*: Creating and maintaining a strong and diverse team where BIPOC folks are resourced to thrive and lead.
Unknown 1 2 3 4 5	The organization has benchmarks to work toward leadership and professional development and retention of staff and volunteers of color.

Circle a Choice		
Unknown 1 2 3 4 5	The organization has internal hiring policies to address hiring inequities and promote outreach, recruitment, and retention of marginalized communities, specifically people of color.	
Unknown 1 2 3 4 5	The organization acts on suggested equity practices in recruitment and hiring, including but not limited to posting salary ranges, considering "equivalent experience" as comparable to formal education, and/or anonymized reviews of applications.	
Unknown 1 2 3 4 5	The organization has explicit policies prohibiting discrimination, microaggressions, and harassment of people of color as well as a mechanism in place to address issues raised regarding racial or other equity-related barriers for opportunity occurring in the workplace.	
Unknown 1 2 3 4 5	The organization evaluates staff, volunteers, and leadership, during performance reviews or otherwise, on the development or application of anti-racism and pro-equity skills.	
Unknown 1 2 3 4 5	The organization acknowledges that contributions made by staff, volunteers, and leadership toward the creation of an anti-racist and pro-equity environment are inherently valuable to the mission and success of the organization.	
Unknown 1 2 3 4 5	The organization has people of color and people of color-led organizations robustly represented within its pipeline of leaders and decision-makers.	
Unknown 1 2 3 4 5	Staff and volunteers of color play a meaningful role in identifying and participating in professional and leadership development opportunities.	
Unknown 1 2 3 4 5	The organization provides a living wage to all personnel that considers the regional cost of living (e.g., housing, food, transportation, childcare, health care).	

Circle a Choice	**DEVELOPING ACCOUNTABILITY TO AND PARTNERSHIP WITH COMMUNITIES OF COLOR** *Goal*: Building trusting, two-way relationships and aligning the organization's decision-making with community priorities
Unknown 1 2 3 4 5	The organization intentionally identifies and builds two-way relationships with organizations and communities of color as key, relevant stakeholders.
Unknown 1 2 3 4 5	The organization practices community engagement in ways that allow voices, perspectives, and input from communities of color to drive the organization's purpose and overall decision-making.
Unknown 1 2 3 4 5	The organization has evaluated and taken steps to address structural barriers that may be preventing clients and/or communities of color from engaging with its services (i.e., funding, language access, documentation requirements).
Unknown 1 2 3 4 5	The organization has accountable relationships with community partners, allowing them to be aware of and understand organizational decisions as they are made.
Unknown 1 2 3 4 5	The organization has policies and practices in place that allow for responsiveness when community-based partners ask for immediate support and action.

Circle a Choice	
Unknown 1 2 3 4 5	The organization has policies and/or processes in place that allow organizational practices to be reviewed with community partner input and considered for change or elimination.

PRACTICING ANTI-RACISM IN PROGRAMS, ADVOCACY, & DECISION-MAKING

Goal: The organization develops and consistently applies a racial justice analysis to inform its decision-making and advocacy efforts.

Circle a Choice	
Unknown 1 2 3 4 5	The organization has explicit policies and/or practices in place to ensure that communities of color are a part of decision-making on an ongoing basis during the design, implementation, and evaluation of programs and policy/advocacy initiatives.
Unknown 1 2 3 4 5	The organization has explicit policies and/or practices in place, ensuring that clients/communities most impacted by the organization's work are a part of decision-making on an ongoing basis during the design, implementation, and evaluation of programs and policy/advocacy initiatives.
Unknown 1 2 3 4 5	The organization has policies in place that support collecting, tracking, and analyzing data on racial and other demographics to inform program goals and advance racial equity (e.g., a policy that enables client data to be disaggregated by race).
Unknown 1 2 3 4 5	The organization analyzes and addresses racial disparities that surface in the course of service and program delivery (e.g., underrepresentation in programs) as well as outcomes.
Unknown 1 2 3 4 5	The organization takes racial equity principles into account when deciding how and where to allocate resources to projects, staffing, contracts, and investments.
Unknown 1 2 3 4 5	The organization advocates for the inclusion of racial justice issues when working with other organizations and coalitions.
Unknown 1 2 3 4 5	The organization consistently uses inclusive and culturally responsive language in both internal and external communications.
Unknown 1 2 3 4 5	When planning programs and events, the organization considers accessibility and inclusion factors like language access/interpretation, accommodations for disabilities, childcare, food, and proximity to transportation.
Unknown 1 2 3 4 5	The organization proactively and intentionally reaches communities of color and understands and addresses the needs of clients of color.
Unknown 1 2 3 4 5	In making programmatic/advocacy/policy/case decisions, the organization considers how the decision will benefit and/or harm communities of color.
Unknown 1 2 3 4 5	In setting programmatic/advocacy/policy/case priorities, the organization considers whether the decision will strengthen or undermine its goals around racial equity.