

## **Project Manager, Justice Reinvestment Initiative**

The Council of State Governments (CSG) Justice Center is a national nonprofit organization that provides practical, nonpartisan, research-driven strategies and tools to increase public safety and strengthen communities. In general, the Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center develops written and web-based materials, conducts complex data analysis, and provides on-the-ground technical assistance to policymakers and practitioners from multiple systems (corrections, behavioral health, law enforcement, etc.), in state and local jurisdictions.

### **Job Summary**

The project manager leads a team that assists states engaging in justice reinvestment. Justice reinvestment is an intensive, data-driven technical assistance approach to assist state policymakers to reduce recidivism and spending on corrections, and improve public safety. The project manager brings expertise assessing, developing, and implementing system change within correctional supervision, programming, risk assessment and behavioral health to help state leaders implement new policies and practices developed through the justice reinvestment process. The project manager oversees multiple state projects at a time and guides in-depth analysis of relevant administrative policy, programmatic design, and implementation; sometimes leads teams and expert consultants that are conducting on-site, intensive technical assistance or data collection in state or local jurisdictions; develops legislative and administrative policy options; and participates in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country. The successful candidate will be able to leverage his/her understanding of the research about what works, as well as practical experience in corrections, supervision, and /or behavioral health to guide staff assisting policymakers and practitioners alike to improve state criminal justice policy and practice through interbranch, collaborative efforts.

The project manager is also expected to contribute to staff and organizational development by participating as one part of the division management team, working to refine internal practices and procedures; developing strategic project plans and timelines; identifying grant opportunities and drafting proposals; and training and supervising staff.

This position reports to the Deputy Director, State Initiatives, but will be in regular communication with the Division Director, additional Deputy Directors, and other State Initiatives division staff; policy, communications, and administration staff from across the Justice Center; and occasionally with members of the CSG Justice Center Board of Directors and funders. The position requires extensive travel by car and air. The project manager position offers a significant level of responsibility, autonomy, and opportunity to influence important advancements in criminal justice policy at the state and local level.

### **Essential Duties and Responsibilities**

- Develop written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analysis and policy options to policymakers;
- Develop/expand the knowledge base on criminal justice, supervision, and behavioral health policy issues;
- Identify themes and linkages across disparate initiatives within the Justice Center's diverse portfolio, and leverage opportunities to incubate and test new ideas and approaches;
- Collaborate with senior staff and/or consultants. Meet with site stakeholders, independently, and sometimes lead technical assistance site visits;
- Monitor timelines, budgets and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Research new funding opportunities, write grant proposals, and serve as a resource to funding agencies;
- Plan and participate in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identify and engage new contacts in the field to serve as formal or informal project consultants or partners;
- Ensure that senior staff and, where appropriate, Justice Center colleagues, consultants, or funders are aware of relevant project developments, and that other work in the field is leveraged for the advancement of project goals;
- Supervise project assistants, project associates, policy analysts, and senior policy analysts, where appropriate;
- Participate actively in, and sometimes lead, staff discussions and strategic planning meetings;
- Contribute to development of Justice Center website content and strategize with staff and technical consultants on ways of using the web to promote policy goals.

## **Skills and Abilities**

- Experience managing highly capable and skilled staff , including the development, oversight, direction, and planning for a productive team.
- Excellent research, writing, and editing skills and an analytical mind;
- Ability to assist with data collection, analysis of data, and presentation of metrics and performance measures;
- Demonstrated knowledge of the assessment, development, and implementation of change within criminal justice systems;
- Demonstrated success working in the policy arena in policy formulation and implementation, analysis, advocacy, research or the like;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Willingness to travel, occasionally several times per month.

## **Experience Requirements**

At least four years of management or policy analysis experience in the fields of criminal justice, supervision or behavioral health.

## **Education Requirements**

A bachelor's degree (required) and a graduate degree in a related field, such as law or public policy (strongly preferred).

## **Physical Requirements Essential to Perform the Duties of the Job**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently communicates with internal and external coworkers and customers.
- Frequently views the computer to create policy briefs, memos and presentations.
- Frequently remains in a stationary position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally moves throughout office to communicate to coworkers.
- Seldom lifts objects such as with weight up to 25 pounds such as files or paper boxes.

## **Application Instructions**

Interested individuals should upload the following elements (in pdf format) to: <https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. One or two writing samples (preferable no more than three pages)
4. Names and contact information for references (at least two)

Incomplete applications will not be considered.

*CSG is an Affirmative Action/Equal Employment Opportunity Employer*

*CSG participates in E-Verify*