

THE COUNCIL OF STATE GOVERNMENTS JUSTICE CENTER

The Justice Center is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, 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, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

The Local Government Initiatives Division of the Council of State Governments Justice Center work in support of all three of the Justice Center practice areas, and the focus of this team is to provide policy recommendations, technical assistance and project management for the local government, law enforcement and school safety related efforts in the Center.

Posting: Deputy Division Director, Local Initiatives

Job Title: Deputy Division Director, Local Initiatives

FLSA Status: Exempt

Department: Justice Center, Local Initiatives

Type of Position: Full-time, Regular

Reports To: Division Director, Local Initiatives

Reporting to This Position: Program Directors (and their staff)

Location: Bethesda, MD

JOB SUMMARY

The deputy director serves directly under the Justice Center Division Director of Local Government Initiatives, to help oversee policy work and technical assistance efforts in the division.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the deputy director include, but are not limited to, the following:

- Help shape and articulate both the School Discipline and Law Enforcement Initiatives projects long-range policy agenda, including specific initiatives and useful products that can become signature pieces for both projects
- Stay abreast of emerging trends within the project's policy area; continue to convene forums, encourage dialogue and commission research which frame and explore new critical issues relevant to the School Discipline and Law Enforcement Initiatives projects; build consensus and support relating to those issues both within and outside of CSG
- Further effective communication about the project, most often facilitating the involvement of the project's varied constituency with the media, but as appropriate, personally serving as a spokesperson
- Assure that the work of both local governments division is truly national in scope, working

- across race, class, ethnic and geographic boundaries
- Supervising division staff on strategic planning, project development, project management, personnel issues, budgets, and timelines
 - Coordinating operations in Bethesda office when the division director is traveling; serving as the secondary supervisor to Bethesda administrative staff
 - Representing the Justice Center (or particular projects of the Justice Center) through participation in and/or presentations at meetings of policymakers and practitioners from the criminal justice system or their non-criminal justice partners
 - Assisting with strategic planning and development for the Justice Center generally
 - Coordinating interface of policy staff in across all divisions, funders, and partner organizations
 - Meeting regularly with division director and other senior management staff to discuss status of projects/deliverables, budgets, staff performance, and Justice Center operations
 - Grant management:
 - Monitoring budgets and grant requirements/obligations corresponding to policy projects
 - Reviewing and approving letters of agreements and requests for contracts

SKILLS & ABILITIES

- A keen understanding of local government operations, with a specific focus on law enforcement and/or criminal justice systems preferred
- Excellent research, writing, and editing, project management and administrative skills, and an analytical mind
- 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, at least 1-2 times per month

EXPERIENCE REQUIREMENTS

- At least five years of work experience, ideally, in the field of law enforcement and policy, local government, criminal justice, justice and/or local policy analysis; some preference for experience working with city or county elected officials
- Experience supervising mid-level staff
- Experience developing winning federal and foundation proposals strongly preferred

EDUCATION REQUIREMENTS

- A college degree (required) and a graduate degree in a related field, such as education, sociology, criminal justice or public policy (preferred).

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with internal and external coworkers and customers.
- Frequently views the computer to create policy briefs, memos and presentations.
- Frequently remains in a sitting position to perform desk duties.
- Frequently uses the computer with fingers and hands.
- Frequently works in a well lit, tempered room.
- Occasionally walks 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. Writing sample (preferably no more than three pages)
3. 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