

**THE COUNCIL OF STATE GOVERNMENTS**  
**Justice Center**

**POSITION ANNOUNCEMENT**

**TITLE:** Program Director-Justice Reinvestment, State Initiatives Division

**REPORTS TO:** Deputy Division Director, State Initiatives

**SUPERVISES:** State Initiatives Division Policy Staff

**GROUP:** Seattle, WA

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 policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions. To learn more about the Justice Center visit our website at [www.justicecenter.csg.org](http://www.justicecenter.csg.org)

We are currently seeking a Program Director for our Seattle, Washington Office.

**POSITION SUMMARY**

Reporting to the Deputy Division Director of State Initiatives, the Program Director will lead a team of policy staff, cultivate and manage a portfolio of intensive state technical assistance initiatives and provide targeted expertise in the field to ensure the success the division's projects.

The Program Director will cultivate a network of legislators, consultants, researchers, analysts, scholars, practitioners and policy makers, to further the work of the division and achieve its goals.

The Program Director will help chart the division's future strategic growth and assist in managing the division's day-to-day operations.

**KEY RESPONSIBILITIES**

The Program Manager will have ongoing responsibility to:

- Help shape and articulate the State Initiatives Division long-range policy agenda, including specific initiatives and useful products that can become signature pieces for the division;
- Stay abreast of emerging trends within the division's policy area; continue to convene forums, encourage dialogue and commission research which frame and explore new critical issues

relevant to the division; build consensus and support relating to those issues both within and outside of CSG;

- Further effective communication about the division, most often facilitating the involvement of the division's varied constituency with the media, but as appropriate, personally serving as a spokesperson;
- Assure that the work of the division's activities are truly national in scope, working across race, class, ethnic and geographic boundaries;
- Motivate and maintain a high performance team of policy staff; work with their Division Director and Deputy Division Directors to recruit new staff as appropriate, assure effective training/development of present and new staff, manage staff workload and evaluate performance;
- Help assure effective internal communications systems; encourage cooperation and cross-fertilization between programs within the Justice Center.

### **IDEAL EXPERIENCE**

The ideal candidate will have the following experience and qualifications:

- At minimum, 5 – 7 years of program management experience, ideally within the criminal justice field
- Demonstrated success working in the policy arena in policy formulation, analysis, advocacy, research or the like;
- Excellent analytical skills and knowledge of current trends, principal theories, leading thinkers and major concerns in the criminal justice field;
- Solid management skills; an ability to plan, organize and follow through with staff; experience administering budgets and assessing organizational capacity;
- Demonstrated success in program and grants management, including maintaining and cultivating relationships with funders, designing technical assistance / educational programming and the evaluation of technical assistance activities;
- Strong written and verbal communications skills, including the means to address issues in nonpartisan and non-polarizing ways;
- A record of success in working collaboratively with a team of diverse, strong, influential people to achieve common goals;
- A demonstrated ability to work effectively with policy makers, scholars, community leaders, and the media.

### **ADDITIONAL DESIRED ATTRIBUTES**

- Personally committed to advancing the Justice Center's values, mission, goals and programs, with an understanding of a range of criminal justice issues and their implications;

- A strategic thinker who can translate vision into action;
- Able to function effectively without an ideological stance;
- A negotiator who is open and responsive to the ideas of others; able to build consensus from disparate viewpoints;
- Creative, resourceful and politically astute; someone who understands the value of creating partnerships as a way of accomplishing goals;
- Outgoing and straightforward; one who shares information easily; listens as well as gives advice; respects the abilities of others;
- Well-organized, clear-thinking, energetic and decisive; able to handle and prioritize multiple activities and responsibilities;
- Emotionally mature and self-confident, with a sense of humor and ability to maintain balance and perspective.

Salary is commensurate with experience and includes a generous benefits package.

Interested individuals should email all of the following elements to <https://secured.csg.org/csg/jobs>

1. Cover letter indicating which location you are interested in
2. Resume
3. Writing sample (preferably no more than three pages)
4. References (at least two).

*CSG is an affirmative action/equal opportunity employer*