The Council of State Governments Justice Center (www.justicecenter.csg.org) is hiring a program director to lead the agency’s reentry work, including the National Reentry Resource Center (www.nationalreentryresourcecenter.org), which was launched in 2009, an initiative begun in 2009 to increase the likelihood that people's transition from prison or jail to the community is safe and successful.

The Council of State Governments Justice Center (“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. Justice Center staff not only develops written and web-based materials but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from state and local jurisdictions.

This position will be responsible for supervising a team of policy staff members. In addition, the director will have responsibility for managing several of his or her own project(s). Such projects range from developing guides for policymakers about strategies for ensuring people released from prison and jail have a place to live to delivering technical assistance to state government officials seeking to track the implementation of their state’s comprehensive plan to reduce recidivism.

In this context, the program director will have a number of ongoing duties:

- Supervising a team of reentry policy staff, providing oversight and advice on program planning, project development, program management, compliance with grant requirements/obligations (including project timetables), personnel issues, meeting planning, budget development, and fundraising;

- Designing and drafting internal and external memoranda, written reports, and other products as relevant to the program director’s projects, as well as reviewing, editing, and approving such materials as created by reentry program staff;

- Motivating and maintaining a high performance team by working with other senior staff to recruit new staff as appropriate, assuring effective training/development of present and new staff, and evaluating staff performance;
• helping to shape and articulate long-range policy agenda of the reentry program, including specific initiatives and useful products that can become signature pieces for projects such as the NRRC;

• Staying abreast of emerging trends within prisoner reentry arena;

• Working with the communications and government affairs staff to facilitate the involvement of the reentry program’s varied constituency and efforts with the media and with relevant federal activity, including providing witnesses or interview subjects, drafting talking points, or providing program examples from the field;

• Maintaining strong relationships with funders, board members, consultants, and partner organizations and cultivating new relationships with these groups, where appropriate;

• Assuring that the work of the reentry program and NRRC is truly national in scope, incorporating perspectives which reach across political, geographic, racial, class-based, and ethnic boundaries;

• Reviewing and assessing overall reentry program and NRRC capacity and efficiency including structure, operations, financial security, and technological systems, particularly in relation to the Justice Center’s other projects, including the Criminal Justice / Mental Health Consensus Project (www.consensusproject.org) and the Justice Reinvestment Initiative;

• Helping to ensure effective internal communications systems both within the reentry program and across the Justice Center by encouraging cooperation and cross-fertilization among projects as well as ensuring that senior staff is aware of progress and challenges faced by reentry staff/projects;

• Representing the reentry program (or particular projects of the reentry program) through participation in and/or presentations at meetings of policymakers and practitioners from the criminal justice system or their non-criminal justice partners.

For this position, the ideal candidate should have some or all of the following qualifications:

• superior research, writing, and editing skills;
• strong oral communication skills, including the ability to effectively present complex information in a concise way;
• demonstrated success designing new projects and securing funding for them
• excellent interpersonal skills, including maturity, keen judgment, and self-confidence, with a sense of humor and ability to maintain balance and perspective;
• ability to work with (and find consensus among) people from a wide array of backgrounds and perspectives, as well as an appreciation for the need to address issues in nonpartisan and non-polarizing ways;
• efficient, organized work style and an ability to prioritize quickly and confidently;
• willingness to travel an average of four to six days per month;
• relevant work experience in criminal justice (ideally corrections and/or community corrections) or other governmental policy area;
- experience delivering technical assistance;
- experience managing staff and budgets, preferably in a nonprofit/government organization;
- a college degree (required) and a graduate degree in a related field, such as law or public policy (strongly preferred)

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
2. Resume
3. Writing sample (preferably no more than three pages)
4. References (at least two).

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