

**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, substance abuse, housing, etc.), in state and local jurisdictions.

Posting: Program Director, Behavioral Health

Job Title: Program Director, Behavioral Health	FLSA Status: Exempt
Department: Justice Center, National Initiatives	Type of Position: Full-time, Regular
Reports To: Division Director, National Initiatives	Reporting to This Position: N/A
Location: New York, NY	

JOB SUMMARY

Reporting to the Division Director of National Initiatives, the Director of the Behavioral Health Program will establish the policy framework and lead all active initiatives related to the intersection of criminal justice and mental health and/or substance use disorders. In particular, the successful candidate will have knowledge of the Affordable Care Act and its implications on criminal justice and behavioral health policy. To achieve this goal the Program Director will cultivate a network of legislators, consultants, researchers, analysts, scholars, practitioners and policy makers, to further the work of the program and achieve its goals.

The Program Director will help chart the program’s future strategic growth and manage its day-to-day operations. 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).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Help shape and articulate the Behavioral Health program’s long-range policy agenda, including specific initiatives and useful products that can become signature pieces for the Program;
- Stay abreast of emerging trends within the Program’s policy area; continue to convene forums, encourage dialogue and commission research that frame and explore new critical issues relevant to the Behavioral Health program; build consensus and support relating to those issues both within and outside of CSG;
- Further effective communication about the Program, most often facilitating the involvement of the Program’s varied constituency with the media, but as appropriate, personally serving

- as a spokesperson;
- Assure that the work of the program is truly national in scope, working across race, class, ethnic and geographic boundaries;
- Motivate and maintain a high performance team; work with their Division Director 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.

SKILLS & ABILITIES

- 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 oral 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.
- 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.

EXPERIENCE REQUIREMENTS

- At minimum, 5 – 7 years of program management experience, ideally within the behavioral health or criminal justice fields.

EDUCATION REQUIREMENTS

- A college degree (required) and an advanced degree in a related field, such as law, psychology, public health, medicine 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. One or two writing samples (preferable no more than three pages)
4. Names and contact information for references (at least three)

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

CSG participates in E-Verify