

THE COUNCIL OF STATE GOVERNMENTS
JUSTICE CENTER
Job Description

TITLE: Senior Policy Analyst
REPORTS TO: Deputy Director or Division Director
GROUP: Justice Reinvestment
UNIT/TEAM: Justice Center (New York or Seattle)

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.

The Senior Policy Analyst will be responsible for in-depth analysis of relevant administrative policy, programmatic design and implementation, research, and legislation; coordinating and sometimes leading teams of expert consultants conducting on-site, intensive technical assistance or data collection in state and local jurisdictions; developing legislative and administrative policy options; and coordinating and participating in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country. The Senior Policy Analyst will also be expected to contribute to organizational development by refining office policies and procedures; developing strategic project plans and timelines; identifying grant opportunities and drafting proposals; and hiring, training, and supervising new staff. The Senior Policy Analyst works on multiple projects across the Justice Center on an issue or set of issues in which he or she has advanced knowledge. This position offers a significant level of responsibility and opportunity to an individual with an established career in criminal justice policy—or health, behavioral health, or other social policy and an interest in criminal justice issues.

Duties

Specific responsibilities of the Senior Policy Analyst include, but are not limited to, the following:

- Developing written products, including policy briefs, research memos, and presentations that concisely and clearly describe complex analyses and policy options to policymakers;
- Developing/expanding the knowledge base on criminal justice, behavioral health, and related social service policy issues;
- Identifying themes and linkages across disparate initiatives within the Justice Center’s diverse portfolio, and leveraging opportunities to incubate and test new ideas and approaches;
- Collaborating with senior staff to develop long-range strategies to guide the Justice Center’s work;
- Participating in technical assistance delivery by coordinating and documenting site visits among senior staff and/or consultants, meeting with site stakeholders independently, and sometimes leading technical assistance site visits;
- Monitoring timelines, budgets, and deliverables to ensure that responsibilities to funders are met in

assigned project areas;

- Researching new funding opportunities, writing grant proposals, and serving as a resource to funding agencies;
- Planning and participating in policy-focused meetings of high-ranking government officials, advocates, and national experts;
- Identifying and engaging new contacts in the field to serve as formal or informal project consultants or partners;
- Ensuring that senior staff and, where applicable, 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;
- Supervising project assistants, project associates, and policy analysts where appropriate;
- Participating actively in, and sometimes leading, staff discussions and strategic planning meetings;
- Contributing to the development of Justice Center website content and strategizing with staff and technical consultants on ways of using the web to promote policy goals;

Requirements:

The ideal candidate should enjoy working in a fast-paced work environment and have some or all of the following qualifications:

- excellent research, writing, and editing 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, occasionally several times per month;
- at least four years of work experience, ideally, in the field of criminal justice or policy analysis;
- a college degree (required) and a graduate degree in a related field, such as law or public policy (preferred).

Deadline: open until filed

CONTACT:

Interested individuals should upload 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. Names and contact information for references (at least two).

Incomplete applications will not be considered

The Justice Center values diversity and is proud to be an equal opportunity employer.