

THE COUNCIL OF STATE GOVERNMENTS POSITION OPEN

TITLE:	Web Director
CLASSIFICATION:	7
FLSA DESIGNATION:	Exempt
REPORTS TO:	Justice Center Director
GROUP:	Justice Reinvestment; Reentry Policy Council; Consensus Project
UNIT/TEAM:	Justice Center, NYC

The Council of State Governments Justice Center (<http://justicecenter.csg.org/>) is hiring a Web Director to develop the organization's web communication strategy and coordinate the organization's web development efforts. The Justice Center seeks a candidate with demonstrated interest and ability to plan and shape the web presence of a national nonprofit organization. Applicants interested in using web and project management skills to influence criminal justice policy and help increase the visibility, use, and impact of a nonprofit organization's websites and online tools will find that this job suits their interests. The position offers senior responsibilities and access to resources and external contractors (both developers and designers).

The CSG Justice Center's goal is to increase public safety and strengthen communities. The Justice Center a nonpartisan policy organization that provides practical and evidence-based recommendations through reports, trainings, legislative briefings, web-based materials, and other means. Our primary audience is policymakers at the local, state, and federal levels from all branches of government who are in positions to implement our recommendations.

The web enables us to present our work to our diverse audience in accessible, relevant, and engaging ways; foster peer networks and learning opportunities; and provide important updates to our members and the field. Through our various project websites (<http://consensusproject.org>, <http://reentrypolicy.org>, <http://justicereinvestment.org>) the Justice Center has been developing a web presence for a number of years.

DUTIES:

- **Strategy Development:** Develop long-term strategic plans and budgets for website development and improvement, and oversee their execution. Work with Communications Director to develop a web communications strategy that is consistent with the organization's broader communications efforts.
- **Project Development:** Work with other web and policy staff to conceptualize and implement new online products. Improve existing sites by analyzing usage data and designing targeted responses. Provide quality assurance.
- **Internal Development:** Develop and maintain internal procedures for managing projects and information flow, including budget monitoring and tracking, and expanding internal capacity for new web projects. Recruit new contract developers and designers, and internal support staff.
- **Marketing/Outreach:** Collaborate with Communications Director to develop marketing strategies for new and existing web products. Ensure regular communications with organization's constituencies, with messages that are consistent with organizational plan.
- **Supervising:** Oversee the work of internal web assistants, off-site coders and design contractors, and policy staff who contribute to the development of new web products.

EDUCATION/ EXPERIENCE:

This is not a coding or web design position. The ideal candidate will have a combination of extensive web development and project management experience, strong communication skills, proven ability to manage

staff and work with consultants, active management style/leadership to ensure timely and efficient completion of all projects, and the ability to develop and follow budgets. We are looking for someone who can “think web,” and offer innovative ideas. Candidates must have at least a bachelor’s degree and significant experience in online communications work. Experience in the nonprofit sector is preferred but not required. Managerial experience required.

SALARY RANGE: Salary is commensurate with experience, and includes a generous benefits package.

DEADLINE: Open until filled

CONTACT:

Interested individuals should email <https://secured.csg.org/csg/jobs>

1. Cover letter (please identify salary requirements)
2. Resume
3. References (at least two)