

Job Title	Director of Fellowship Initiatives
PVN ID	JJ-1709-002106
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Prisoner Reentry Institute
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 26, 2017 (Or Until Filled)

General Description

The Prisoner Reentry Institute at John Jay College of Criminal Justice is seeking a full-time Director of Fellowships to manage and develop its fellowship initiatives, including:

- **The Pinkerton Fellowship Initiative (PFI)**, which offers John Jay students the opportunity to gain hands-on experience with leading New York City agencies committed to youth justice while engaging in complementary scholarship to contextualize their experiences. With separate tracks for undergraduate and graduate students, Pinkerton Fellows emerge from the program equipped to assume positions of leadership in the youth justice field.
- **The Tow Policy Advocacy Fellowship (TPAF)**, which provides John Jay graduate students with a nine-month internship at a dynamic policy advocacy organization engaged in cutting edge social justice work in New York City, gaining real-world knowledge while they complete relevant coursework to deepen and enrich their field experiences.
- **The David Rockefeller Fellowship (DRFF)**, which is designed for PRI's Educational Initiatives' students to engage in the philanthropic field by receiving training in grants administration and daily operations of a philanthropic organization, while also providing general administrative support to the David Rockefeller Fund.

The ideal candidate will have excellent interpersonal, leadership and project management skills. She or he will foster cooperation and learning among student Fellows, host sites, College staff and faculty, the program funders, and other key stakeholders while managing all aspects of the Initiative with a keen eye for detail.

About the Prisoner Reentry Institute

The Prisoner Reentry Institute (PRI) is one of twelve institutes that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. PRI's diversified portfolio reflects an overall focus on understanding what it takes for people to live successfully in their communities after contact with the criminal justice system, and on increasing the effectiveness of the professionals and systems that work with them. These goals are pursued through several initiatives. PRI Educational Initiatives provide a college access program in six state prisons and community-based services to assist people in enrolling and succeeding in

college post-release. This work is done alongside PRI Fellowship Initiatives, which provide opportunities for students to combine their academic learning with field placements and professional development opportunities. PRI is also the administrator of the NYC Justice Corps, which seeks to build beneficial relationships between communities and young people who are returning to the community after criminal justice involvement. We also undertake policy initiatives, focusing especially on housing options available to people after incarceration.

Other Duties

The Director of Fellowship Initiatives reports to the Director of PRI and is responsible for the following:

- Build and maintain relationships with student fellows, College administration and faculty, host site staff, and Foundation partners;
- Oversee all aspects of the fellowship Initiatives at PRI which focus on youth justice, policy and advocacy, and philanthropy;
- Recruitment, selection and matching of Fellows and host sites;
- Program design; ongoing communication with host sites, design and facilitation of orientation and trainings for fellows and host sites; and Initiative-sponsored events and colloquia;
- Hire fellowship faculty;
- Monitor placements and provide support to host site and fellows throughout the fellowship (e.g., site visits, evaluation and troubleshooting);
- Collaborate with Events and Communications Coordinator to plan funder-sponsored events;
- Coach students to problem solve and work effectively at their host sites;
- Provide support to the alumni community;
- Develop relationships with funders and provide periodic updates on programming;
- Work collaboratively with the Chief of Staff and the Operations team to submit annual reports;
- Serve on PRI's leadership team

Qualifications

We are seeking candidates who excel in managing people and programs, are highly organized, and who balance self-directive and collaborative instincts. You should have:

- A track record of skillful program planning, implementation, and management;
- A demonstrated commitment to building and maintaining strong working relationships among diverse stakeholders;
- An entrepreneurial approach to the work;
- Excellent facilitation skills;
- An ability to problem solve as well as to empower others to solve problems;
- Strong writing skills; and
- An undergraduate degree and minimum 3 years of professional experience; Master's degree preferred.

Knowledge of the higher education environment and prior experience in community-based organizations are preferred but are not required.

