

Job Title	Managing Director
PVN ID	JJ-1906-003140
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Director
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 19, 2019 (Or Until Filled)

General Description

JOB DESCRIPTION

Managing Director

Position Summary:

The Managing Director is responsible for overseeing the programmatic impact and success of NNSC, cultivating collaboration and accountability across all departments, facilitating strategic thinking, and instituting effective management processes and procedures. The Managing Director reports to the NNSC Director and is a member of the senior management team. The Managing Director serves as a confidante and thought partner to the Director.

The Managing Director provides technical and administrative supervision to the Directors of NNSC's Group Violence Intervention (GVI), Intimate Partner Violence Intervention (IPVI), Field Innovations (FI), Chicago Violence Reduction Strategy (VRS), and International Interventions (II) portfolios. They provide administrative supervision to the Directors of Operations and Finance, Strategic Initiatives, and Employee Resources & Staff Development.

The Managing Director is responsible for the structures and processes needed to address the needs of a geographically, culturally, and functionally diverse organization. They play a critical role across NNSC in order to ensure the organization achieves its mission and embodies its values. The Managing Director provides support at every level, serves as a trusted advisor and resource, and fosters communication and knowledge-sharing throughout the organization. The Managing Director actively works toward strengthening bonds and working relationships among staff, recognizing and leveraging interdependence and diversity, encouraging shared leadership and accountability, and building an engaged workforce and a workplace characterized by civility, inclusion and respect.

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About NNSC:

NNSC works with communities to reduce violence, minimize arrest and incarceration, and increase trust between law enforcement and the public. For over 20 years, we've invented and implemented original solutions to important public safety problems; made those solutions available for evaluation, replication, and advocacy; and shaped the public discourse based on new facts on the ground.

Essential Job Function & Responsibilities:

The ideal candidate has extensive experience as a senior manager and leader in the nonprofit arena. They are process- and systems-oriented and take pride working behind the scenes to build a strong organization. They believe in the mission, vision, and values of the NNSC, and are experienced in the violence prevention, peace-building, or criminal justice field. This includes having a demonstrated network, professional background, and an established reputation in the field of violence reduction.

They have business acumen including financial, technology, and human resources management; the ability to balance the delivery of programs against the realities of a budget; problem solving, project management, and resourcefulness. They can handle complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. They exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact with all levels, both inside and outside of the organization.

The ideal candidate knows how to build organization and staff capacity, and develop a workforce along with processes that ensure the NNSC runs smoothly. They embrace a collegial management style, and know how to manage and lead people and groups, develop leaders and teams, and build organization and staff capacity in order to promote individual and organizational success.

This individual has the ability to discern, clearly articulate and operationalize the NNSC Director's ideas, ideals, thoughts, and perspectives as they relate to the organization's programmatic mission, purpose, and objectives. They make sound, fact-based and often difficult decisions through a combination of analysis, experience, and wise judgment.

They have the proven ability to foster diversity, equity, and inclusion; manage growth; share knowledge, learn, and continually improve; be a strategic thinker and a hands-on planner and problem-solver; and be comfortable leading and sustaining change.

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- Provide strategic oversight, direction, and technical supervision to NNSC's Group Violence Intervention (GVI), Intimate Partner Violence Intervention (IPVI), Field Innovations (FI), Chicago Violence Reduction Strategy (VRS), and International Interventions (II) portfolios; and ensure overall quality and fulfillment of all project deliverables including those related to research, policy, communications, and data
 - Coordinate work across divisions; identify and support opportunities for collaboration across program

areas; and promote the ongoing innovation, creativity, evolution, refinement and incubation of NNSC ideas, initiatives, approaches and methodologies

- Provide administrative supervision to all programmatic directors, and the Directors of Operations & Finance, Strategic initiatives, and Employee Resources & Staff Development
- Build and lead the NNSC through recruitment, training, fostering professional development opportunities, and regular performance evaluations; eliciting and responding to staff's interests and concerns; and establishing and implementing the organizational infrastructure (policies, processes, procedures, practices) needed for success
- Manage the budget in coordination with NNSC's executive leader and Director of Operations & Finance
- Support NNSC's senior management team with securing new funding opportunities
- Serve as a thought partner to the executive leader

Additional Responsibilities:

- Additional duties as assigned.

Qualifications

- A minimum of 8 years of progressively responsible and significant experience working collaboratively in a management or senior management role
- A minimum of 5 years of experience in a similar type role in a nonprofit organization
- Familiarity with criminal justice or violence prevention strategies, actors, and trends
- Familiarity with law enforcement (police, military, prosecutors, etc.) agencies, community organizations, government officials, and social service agencies
- A minimum of 5 years of experience providing direct supervision and/or management to other supervisors or program directors
- A Bachelor's degree is required; a JD or advanced degree in business, public administration, nonprofit management, organizational development or a related field or equivalent work experience is required

Other desirable characteristics include bilingual fluency in English and Spanish, ability and willingness to travel, and proficiency in Microsoft Office Suite.

How to Apply

Please submit a **resume** and **letter of interest**. Your letter should describe your interest in and qualifications for this position, how you learned of this vacancy, and your salary requirements.

Our generous benefits package includes:

- **Insurance:** Health, dental, vision, and life insurance.
- **Time Off:** 16 paid holidays, 15 days of annual leave, 4 personal days, 20 sick days.
- **Retirement:** 8% employer contribution after 1 year of employment; employees are vested in the employer contribution after 3 years of employment; no employee contribution required.
- **CUNY Tuition Reimbursement:** Reimbursement of credits for courses taken at any CUNY institution after 1 year of employment.

Other Benefits

- Summer Fridays
- Voluntary one-day-a-week remote work option
- \$1,000 per year available to support independent pursuit of professional development opportunities.
- Free *New York Times* and *Wall Street Journal*

The Research Foundation of the City University of New York (RFCUNY) is an Affirmative Action/Equal Opportunity Employer/Americans with Disabilities Act/Protected Veterans Status/E-Verify Employer.

Other Duties

Qualifications
