
Job Title	Associate, Director
PVN ID	JJ-2211-005206
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	GVI
Status	Full Time
Annual Salary	\$101,000.00 - \$117,000.00
Hour(s) a Week	35
Closing Date	Jan 07, 2023 (Or Until Filled)

General Description

Reports To: Director

Job Title: Associate, Director

About NNSC

The National Network for Safe Communities (NNSC) is an action research center at John Jay College of Criminal Justice. At NNSC, we aim to improve public safety, minimize arrest and incarceration, enhance police legitimacy, and strengthen relationships between law enforcement and the communities it serves. We are committed to an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. We believe that great ideas and practices come from a mix of minds, backgrounds and experiences. Our work originated over twenty-five years ago and with the help of our staff, external partners, and people from communities around the world, we can continue the work to prevent violence, minimize arrest and incarceration, and increase trust between law enforcement and the public.

About the Role - [How to Apply](#)

NNSC seeks a full-time Associate Director for the Group Violence Intervention (GVI) team. The GVI team provides hands-on strategic advising to partner cities implementing NNSC's interventions around the world. The Associate Director is responsible for providing supervision and guidance to the GVI team's Field Advisors and Associates and for supporting the GVI Director in the management of the GVI portfolio. The Associate Director is also responsible for providing direct field advising to a portfolio of partner jurisdictions, guiding them in implementing the core elements of the Group Violence Intervention effectively, and working with them to innovate in pursuit of effective violence reduction and public safety outcomes.

Primary responsibilities:

Leadership & Management:

- Support the Director in strategic planning for the portfolio, including the expansion of the portfolio,

ongoing innovations, and the healthy growth and development of the team

- Support ongoing evolution and refinement of NNSC strategies through team-wide strategy sessions and collaboration with organizational leadership
- Collaborate and coordinate with NNSC's various programmatic areas to expand learning within the office and across projects.
- Support the processes of hiring, onboarding, training, and developing of GVI advisors and associates.

Supervisor Responsibilities:

- Supervise a team of GVI Field Advisors and Associates who provide day-to-day strategic advising for all of the NNSC partner jurisdictions implementing GVI. Responsible for all parts of staff lifecycle including onboarding, goal setting, performance management, retention, and effort allocation.
- Create a supportive culture that helps staff meet the needs of their partner jurisdictions, meets their goals, and develops their skills while also being responsive to the unique needs of each staff member.

Advising:

- Provide expert advising support to a small portfolio of high profile and/or complex cities and support team members in advising broader portfolio;
 - Provide content expertise to partners; guide and assist in various NNSC application/theories and related problem-solving tools, support the development and delivery of initiatives;
 - Work with partner jurisdictions to engage key stakeholders, identify violence issues, and design a strategy to address the identified needs, engage the community stakeholders in the strategy.
 - Build the technical capacity of local stakeholders to implement, measure, and sustain interventions;
 - Raise awareness of problem solving tools, violence reduction processes and procedures, and lessons learned; to promote the adoption of best practices
 - Explore, analyze, and visualize data to inform implementation of partner crime reduction strategies;
 - Collaborate with internal and external partners to develop and maintain assessment tools to guide, organize, and analyze key metrics of strategy implementation;
 - Continuously review operational data in order to achieve outcomes by incorporating the best available evidence;
 - Maintain up-to-date, accurate site-specific information (contact information for key partners, high-level implementation summary, call and meeting notes, etc.) in NNSC's project management system;
 - Design collaborative learning opportunities, foster peer learning partnerships across sites, share knowledge and best practices to further implementation in sites;

Secondary Responsibilities:

Business Development

- Build and foster new partnerships and initiatives to advance NNSC's portfolio
- Manage the timely preparation and submission of proposals for new and ongoing work; oversee contracts and manage the production of required grant reports
- Contribute to the scoping process to inform budgets for NNSC Contracts

Communications:

- Broaden public relations and media outreach via verbal, written or in-person appearances to support NNSC public relations efforts; including serving as spokesperson at conferences and panel discussions on the work of NNSC;

- Engage in and lead substantive collaborative learning opportunities such as workshops, presentations, working sessions, and policy discussions, both internally and externally;
- Create and deliver presentations to a versatile cohort of NNSC partners; understand/deliver framework across multiple diverse audiences keeping both the detail and the larger context in view;
- Build and maintain strong, functional relationships with high-level government, community and law enforcement leaders; partner organizations; and academics;

Additional Responsibilities as assigned.

Experience Requirements

- Minimum of 5 years of experience in project management, strategic advising, consulting, program development, or related fields:
- Effectively and efficiently, both independently and collaboratively with a team; and with an understanding of program design and evaluation,
- Track record of independent strategic thinking, and commitment to violence reduction.
 - Demonstrated success in organizing and leading new projects in partnership with internal and external stakeholders;
- Minimum of 1 years of experience in supervising/managing staff:
 - Experience working with staff in a programmatic and advisory capacity preferred,
 - Knowledge and application of self-care and work-life balance for self and others;
- Relevant subject matter experience (e.g. law enforcement, advocate, violence interrupter, activist) in a professional or volunteer capacity, and/or lived experience as someone who has been directly impacted by violence and/or the criminal justice system, preferred;
- Expertise in developing and implementing successful violence prevention implementation tailored to the NNSC strategies, preferred;
- Experience working effectively with law enforcement agencies, community organizations and leaders, government officials, and service agencies; ability to forge alliances and facilitate cooperation between stakeholders across these disciplines to build coalitions among stakeholders.
- Strong knowledge of criminal justice issues, actors, and trends, and deep commitment to addressing injustices thereof: e.g. the causes and consequences of mass incarceration, racial disparities, the police-community trust deficit, and disproportionate state and community violence;
- Demonstrated commitment to building an anti-racist organization;
- Excellent Emotional Intelligence required, including: interpersonal, consensus-building, organizational, communication, group facilitation, and presentation skills; ability to handle sensitive information and confidential conversations, and providing constructive feedback;
- Ability to work independently; think and work collaboratively, take ownership of work, assess priorities, take initiative, and meet deadlines/departments goals;
- Strong collaborative skills and the ability to interact with other staff at all levels, forming and maintaining professional relationships across interdisciplinary teams to complete competing priorities, with changes in

work requirements, under deadlines, and sometimes under pressure;

- Knowledge about policy review, data collection, statistical evaluation of data, and strategies for conveying results to partners;
- Focus on work life balance and self care;
- Entrepreneurial with experience in Nonprofit business development or fundraising;
- Detail-oriented with strong organizational skills and the ability to multi-task across teams;
- Proficiency with Microsoft Office Suite and ZOOM.

Education Requirement

You must meet one of the items listed below:

- Possess a Bachelor's degree in Public Administration, International Relations, Public Policy, Public Health, Human Services, Sociology, Social Work, Policy, Psychology, Criminal Justice, or directly related field or related disciplines appropriate to the position. Advanced degree preferred;
- Possess a combination of education and experience that provide you with the knowledge of one or more of the behavioral or social sciences equivalent to a major in the field; or,
- Possess 12 years of appropriate experience that demonstrates acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

Location and Travel Requirements:

- 35% or less - You may be expected to travel up to 35% for this position. (when safe to do so per COVID-19 & NNSC safety guidelines).
- ***This role will be remote. This role will involve some amount of in-person work with public safety partners in compliance with CDC and NNSC Travel Guidelines.***

Supervisory Responsibilities:

Yes

[NNSC Careers Page](#)

Please submit a resume and letter of interest @ [How to Apply](#)

Letter of interest should describe your interest and your salary requirements. Email applications will not be considered.

Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

Our generous benefits package includes:

- *Insurance: Health, dental, vision, and life insurance.*
- *Time Off: 14 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.*

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
