Job Title	Senior Policy Manager
PVN ID	JJ-2505-006854
Category	Research
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Data Collaborative for Justice
Status	Full Time
Annual Salary	$100,000.00 - $125,000.00
Hour(s) a Week	35
Closing Date	Jun 24, 2025 (Or Until Filled)

General Description

The [Data Collaborative for Justice](#) (DCJ) is a research and policy center launched at John Jay College of Criminal Justice in 2013. DCJ conducts research on important questions about the criminal legal system and its role in creating safe, just, and equitable communities. Our projects encompass law enforcement, pretrial justice, case processing, sentencing, mass incarceration, and racial and ethnic disparities across the justice continuum. Through our work, we aim to inform data-driven policies using credible and impactful information. DCJ is committed to the public release of our research to ensure the public, press, advocates, and policymakers all have access to critical findings about how the criminal legal system impacts communities. Thoughtful dissemination is integral to our process, ensuring insights reach diverse audiences in a way that is clear, digestible, and timely. As part of our commitment to broad dissemination, DCJ regularly sponsors events to reflect on what we and other researchers have learned and how policymakers might effectively respond. DCJ seeks to collaborate with a wide range of organizations and to facilitate an evidence-informed dialogue that can put us on a path towards a criminal legal system we all deserve.

DCJ operates under the Research Foundation of the City University of New York (RFCUNY).

DCJ is seeking a Senior Policy Manager to work alongside DCJ's Policy Director in guiding and providing research support to the newly established *Committee on Latine Communities and the New York Criminal Justice System*.

Background: In recent months, DCJ began a wide-ranging inquiry into the often overlooked, yet simultaneously overrepresented, Latine population in the New York City and State criminal justice systems. In partnership with the New York State [Division of Criminal Justice Services](#) (DCJS) and John Jay College's [Institute for Justice and Opportunity](#), we convened a Committee of high-level policymakers, directly impacted individuals, academics, and thought leaders. DCJ and its partners are seeking to understand existing research findings, data gaps, and policy solutions; and to work with the Committee to formulate concrete recommendations.

The Senior Policy Manager will support the project through both policy and data-analytic support. The successful applicant will bring a hybrid skillset allowing them to contribute in each of two areas.

- **Policy, Planning, and Meeting Facilitation Support:** The role will involve helping to plan meetings; assisting with identifying pertinent study topics; helping to organize and lead smaller working groups within the Committee; preparing meeting materials; convening and communicating with Committee members; assisting in meeting execution and facilitation; and performing regular follow-up and debriefing tasks.
- **Research Support:** The role will involve conducting research into topics of interest to the Committee (i.e., reviewing and synthesizing prior research); conducting original data analysis on racial disparities impacting Latine New Yorkers; using their research skills to help identify data gaps and options for remedying them in the future; and coordinating and dividing up labor with partner researchers at the NYS Division of Criminal Justice Services.

Ultimately, the Committee's work is likely to culminate in a public event or webinar (or more than one) and a report with written recommendations, meaning that the successful applicant will also have experience and ability in writing reports that blend research and recommendations.

Ideally, this individual will be able to collaborate with others, facilitate meaningful goal-minded discussion among a variety of stakeholders, and bring the capacity to think creatively about investigation and problem solving. The Senior Policy Manager will support DCJ's research by conducting basic legal and qualitative research, preparing presentations on substantive areas, and assisting in planning and convening events.

While initially, the primary focus of this role will be on the above-described inquiry, the successful applicant is likely to join other DCJ initiatives and, potentially, moderate or help to plan events across a range of issue areas that may evolve over time. (See this posting's first paragraph and DCJ's website for information about our subject matter interests.)

In sum, we are interested in applicants with a combination of strong project management skills, experience studying and implementing criminal justice reform policy, relevant research-to-policy translation skills, quantitative data analysis experience, and a willingness to support colleagues.

Work Model: Hybrid in-person and remote.

To Apply: Please submit a cover letter, resume, and list of three references. If you have any questions, please direct them to krrodriguez@jjay.cuny.edu.

For More Information: See our website: https:/datacollaborativeforjustice.org/

Deadline To Apply: June 2, 2025 (applications will be reviewed earlier and on a rolling basis).

Other Duties

- Assist in the planning, convening, and facilitating of meetings of the Committee studying Latine justice issues in New York City and State on a quarterly basis, and meetings of smaller sub-committees between quarterly committee-wide meetings, including coordinating with external guest speakers, when required
- Conduct outreach to Committee members and complete some administrative tasks to coordinate general and sub-committee meetings, and to engage Committee members on specific topics of interest
- Identify and pursue research regarding Latine criminal justice system involvement, as well as topics related to racial equity and effects on equity (if any) of recent criminal legal reforms
- Organize and plan focus groups and a service providers survey, as the Committee's work culminates, and

prepare relevant written materials

- Assist with planning for and drafting the final work product of the Committee
- Write, co-write, and edit a wide array of print and online communications, including technical reports, memos, fact sheets, and visual presentations
- Assist in planning, developing, and executing DCJ events covering pertinent criminal justice and legal topics, including outreach, coordination, and preparation of guest speakers
- Other duties as assigned

Qualifications

The successful candidate must have a broad range of skills, but above all, must be curious, flexible thinkers who want to learn new things and tackle daily challenges.

Qualifications include:

- Ph.D., master's degree, juris doctorate, or other graduate degree in a relevant field.
- At least five years of relevant work experience in operations management, policy analysis, and quantitative research.

  Please note: Although a significant portion of the work will involve policy analysis and technical assistance to the Committee, applicants who lack at least five years of quantitative research and report-writing experience will *not* be considered. *Hybrid skills are a prerequisite.*

- Demonstrated interest and knowledge about criminal justice reform topics (e.g., crime prevention, alternatives to arrest, pretrial justice, alternatives to incarceration, and/or reentry). *Please note:* Applicants with no prior experience falling within the criminal justice system will not be considered.
- Background in convening key players and facilitating broad discussions on criminal justice or similar topics.
- Proficient in developing presentations and other written materials.
- Experience in developing research topics, plans, and conducting and assisting in such research, either quantitative or qualitative.
- Ability to communicate effectively—and accessibly—with technical and program staff.
- A capacity and interest in identifying major, actionable takeaways of research findings and in discussing and rethinking their own conclusions in collaboration with others.
- Ability to balance competing priorities, complex situations, and tight deadlines.
- Ability to think outside of the box to develop novel strategies for analysis (including considering alternative, but reliable, information sources and thinking comprehensively about evidence gathering).
- Ability to work comfortably with a variety of people at different levels in an organization.
- Excellent written and verbal communication skills, with the ability to present data, research, and policy findings.