

Job Title	Program Director
PVN ID	VB-2105-004018
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$115,000.00 - \$140,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 2021 (Or Until Filled)

General Description

About us

The CUNY Institute for State and Local Governance has a mission to improve the financing, delivery, and measurement of critical public services through research, technical assistance, and education. We lead projects aimed at reforming the criminal justice system, measuring urban inequality, expanding the reach of social service providers, and more. Each project has a dedicated team of research and policy experts who collaborate closely with internal and external organizations. Our staff have the opportunity to work with colleagues and supervisors across projects and with different types of expertise. We are seeking new team members with enthusiasm to shape the future of state and local policy.

Our goals for diversity and inclusion

We strive to foster an office environment and an approach to work that welcomes and respects different perspectives, backgrounds, and life experiences. We are working towards our goal of recruiting and retaining staff and board members who are diverse in terms of race, national origin, sexual orientation, gender identity or expression, age, religion, veteran status, socioeconomic status, disability, and justice system involvement.

Who we are looking for

We are hiring a Program Director to work closely with the Institute's Policy Director to manage a substantial new piece of work supporting New York City in implementing its police agenda, including nine core initiatives of the recent "NYC Police Reform and Reinvention Collaborative Draft Plan: Parts 1&2". The Program Director will have strategic, management, and oversight responsibility for the full portfolio of policy work under this project (there is also a substantial and complementary portfolio of research work, managed by the Research Director and team, who will be close collaborators), and will contribute to broader strategy for policy work at the Institute overall. The Program Director will supervise and mentor senior policy staff working on the project,

and project manage the full policy staff team toward the completion of all deliverables.

This is an excellent opportunity for an entrepreneurial- and civic-minded professional interested in working in a public policy setting, and for a range of audiences that include government officials, community providers, funders, researchers, and the general public. This is also an excellent opportunity to develop an understanding of government policymaking in New York City and nationally, in a number of areas including criminal justice, racial equity, government operations and community development.

The Program Director will report to the Policy Director on a range of tasks, which *may* include but are not limited to:

- Serve as the policy lead and manager for the Institute's work with the City on Police Reform and Reinvention, including oversight, strategic, problem-solving, and management responsibilities
- Supervise all senior policy staff with day-to-day project related tasks on the initiative (~4-5 staff) and project manage all policy staff who contribute to the initiative (~10 staff)
- Manage the policy budget for the initiative
- Develop and manage a work plan and processes for completing multiple, overlapping streams of work across initiative projects
- Develop timelines, ensure project milestones and deliverables are begin met, and ensure the integrity of all deliverables
- Build and manage day-to-day relationships with government and community partners on the initiative
- Problem-solve any issues that arise and think critically about all aspects of the project work, including course changes or plan revisions as needed to meet deliverables
- Represent ISLG at external meetings and events
- Facilitate meetings with staff and/or other external stakeholders and lead site visits as needed
- Write policy reports, proposals, and publications; present policy findings to external stakeholders as needed and appropriate
- Work closely with the Policy Director on high-level strategic questions and in liaising with the Mayor's Office, NYPD, and other government partners
- Work closely with the Policy Director and other ISLG Senior Leadership to contribute to project development and strategy for the Institute overall

*Our office is located in New York City and the position will be housed there over the long-term, however, work will be **remote through the immediate term**.*

Other Duties

Qualifications

We would love to hear from you if:

- You have a JD, MA, or PhD

- You have substantial experience (at least 10 years or more) working full-time in a government, private and/or nonprofit organization, managing large projects with multiple stakeholders
- You have demonstrated subject matter expertise in policing and criminal justice
- You have exceptional interpersonal skills, with the ability to manage staff and create and maintain excellent working relationships with government and community partners
- You are able to adapt to changing demands and requirements as projects develop, and to participate in collaborative project development with a diverse internal team and external stakeholders
- You have knowledge of NYC's social service, criminal justice, and/or related system landscape (not a requirement but a plus)
- You have excellent time management skills and experience working in deadline-driven environments
- You can prioritize and work on a number of tasks simultaneously
- You have an exceptional commitment to accuracy and attention to detail
- You have excellent writing skills
- You are flexible

This is a full-time position in New York City with a salary range of \$120,000-\$140,000 and excellent benefits, including:

- Comprehensive medical/dental/vision insurance
- Paid vacation and personal days
- Paid sick leave
- CUNY tuition reimbursement program
- Pre-tax benefits for transit and healthcare costs
- Family/parental leave
- Life insurance
- A retirement plan with employer contribution.

Our staff also benefit from:

- A positive work/life balance.
- Opportunities for advancement within the organization.
- Engagement with the broader CUNY network.
- Working with organizational leadership who have years of significant public sector and policymaking expertise.

How to Apply

To apply for please visit You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions about the position can be addressed to info@islg.cuny.edu.

Application review will commence immediately and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer

