



CUNY Institute for State and Local Governance
10 East 34th Street, 5th Floor
New York, NY 10016

Job Announcement

Job Title:	Senior Policy Associate
Job ID#	201702
Location:	New York City
Full/Part Time:	Full-Time
Regular/Temporary:	Regular
Salary	Highly Competitive
Benefits:	Excellent benefits

CUNY Institute for State and Local Governance (ISLG): Overview

ISLG is an institute within the City University of New York (CUNY). The Institute's mission is to assist current and future leaders in government, non-profit organizations, and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training, to help achieve improvements in the financing, delivery, and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice. For more information about ISLG please visit www.islg.cuny.edu.

Project Description

ISLG is hiring a Senior Policy Associate to manage a portfolio of family- and youth-focused investments within the Manhattan District Attorney Office's (DANY) Criminal Justice Investment Initiative (CJII). One of CJII's goals is to prevent interaction with the criminal justice system by improving services and opportunities for young people and families in high-poverty communities. As the technical assistance consultant on this project, ISLG is providing guidance to DANY and grantees throughout the lifetime of the initiative, and performing oversight and performance measurement for each of the investments. For more information about CJII, visit www.cjii.org.

Position Description

Reporting to the Associate Policy Director, the Senior Policy Associate will manage CJII's investments in Family and Youth Development (FYD) Programs and Programs/Approaches for Foster Youth Transitioning to Adulthood (FYTA). CJII's FYD investment supports a range of family and youth development programs, including mental health-focused interventions, school-based work, and early childhood programs (to name a few), for populations at elevated risk of poor life outcomes, including eventual justice system involvement (for more information, please visit <http://cjii.org/request-proposals-family-youth-development-programs/>). CJII's FYTA investment supports a variety of programs for foster youth who are close to transitioning to adulthood or who have recently transitioned to adulthood from the child welfare system (for more information, please visit <http://cjii.org/request-for-proposals-for-programs-for-foster-youth-transitioning-to-adulthood>.) Both investments are part of CJII's Prevention portfolio which is aimed at building skills and supports among young people, families, and communities in order to enhance opportunity and prevent crime (for more information about CJII's Prevention portfolio, please visit <http://cjii.org/focus-areas/youth-families-communities/>).

The Senior Policy Associate will be responsible for the following tasks:

- Monitoring and supporting up to ten FYD grantees and three FYTA grantees over the lifetime of the initiatives, identifying and addressing technical assistance needs, facilitating a learning community of providers (including events, webinars, and written deliverables), and ensuring the timely completion of tasks and deliverables;
- Working closely with the Manhattan District Attorney's Office on all aspects of portfolio management;
- Coordinating the review and evaluation of proposals, and the contracting process of funded applicants;
- Working closely with the research team on the development of performance measures and evaluation design for grantees and helping to monitor grantee performance;
- Managing relationships and facilitating meetings with CJII stakeholders, including researchers, government partners, and community based organizations;
- Identifying and securing government, private, and foundation partners to support the Institute's work overall; and
- Participating in frequent formal and informal cross-organizational collaboration to generate new ideas and grow the Institute's body of work.
- Potentially supervising one or more policy analysts/associates (or parts of their time)

Qualifications

- An advanced degree in public administration, social work, education, health policy or related social science field;
- Substantial experience (at least 10 years or more) working in a foundation, and/or private, government, and/or non-profit organization, managing large projects with many stakeholders. Previous foundation and grant-making experience strongly preferred.
- Demonstrated subject matter expertise in the areas of family and youth/young adult development, and child welfare systems,;
- Strong familiarity, experience and appreciation for research, program evaluation, and performance measurement;
- Exceptional inter-personal skills with the ability to create and maintain excellent working relationships with grantees and the Institute's partners, including government, foundations and community partners;
- Ability to adapt to changing demands and requirements as projects develop, and the ability to participate in collaborative project development with diverse internal team members and external stakeholders;
- Excellent oral and written communication skills; and
- An exceptional commitment to accuracy and attention to detail.

This is an exceptional opportunity to help lead a potentially transformative prevention-focused criminal justice initiative and to contribute to building a portfolio of work in an institute with a talented and multi-disciplinary team producing a scientifically rigorous and impactful body of work. This is a full-time position with a competitive salary and excellent benefits.

How to Apply

To apply, please go to rfcuny.org and click on About RF, then Careers. You will need to submit a cover letter describing your qualifications and interests and attach your curriculum vitae. Questions can be addressed to info@islg.cuny.edu. Application review will commence on January 13, 2017 and continue until the position is filled.

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