



Senior Associate Job Description

Job Position Title:	Senior Associate, Innovation and Impact
Reports to:	Director of Impact
Filled By:	TBD

Job Purpose and Function: The Senior Associate position provides a unique leadership opportunity to take a thriving non-profit organization engaged in transformational pretrial justice work to a new level of influence and change. With over 40 years of proven success in creating dynamic partnerships focused on pretrial justice system reform, our collaborative approach with system actors helps create meaningful and significant shifts in how our Country's pretrial justice system functions. The Senior Associate is responsible for coordinating PJI's on-the-ground efforts to reduce arrests, replace cash bail, restrict detention and raise equity in targeted states. This specifically includes contributing to and executing PJI's reform strategy with Ohio, providing quality technical assistance and training aligned with PJI's core values and reform framework, and managing and expanding relationships with key allies. The Senior Associate reports to the Director of Impact.

Primary Responsibilities and Duties

- Work with the PJI leadership team, the Director of Impact, and key partners to assess reform opportunities across the country, prioritize them for action, identify relevant stakeholders, and execute a targeted strategy for change
- Foster relationships with and provide support to state and county level legislative, executive, and judicial officials, policy organizations, advocates, and community groups, as well as with other strategic partners
- Develop policy guidance for state officials and other policy organizations on proposed legislation and other regulatory, judicial, and administrative changes
- Conduct research and policy analysis, including producing high-quality policy documents (*e.g.*, testimony, white papers, and policy briefs) and maintain ongoing monitoring of proposed and enacted legislation and regulations



- Provide effective, targeted educational support as needed, leveraging PJI's considerable resources, including PJI's online capacities and relationships with national experts and stakeholders; and
- Serve as faculty for webcasts and blended learning courses.
- Assure the timely and accurate completion of progress reports to funding agencies.
- Field inquiries and requests for information and policy support.
- Evaluate technical assistance requests, in partnership with the Director of Impact, considering the best use of resources, strategic involvement, and course of action for respective requests.

Miscellaneous Duties

- Support PJI staff as needed
- Perform other duties, including special projects, as assigned

Qualifications

Experience

- 5+ years' experience working in a public policy and/or advocacy capacity
- Demonstrated proficiency working with policymakers and advocacy groups in the legislative, executive and/or judicial branch of state or local government
- Proven track record serving as a credible advisor and ambassador to strategic partners
- Demonstrated skill managing complex projects to successful completion

Desired Specialized Knowledge and Skills

- Knowledge of criminal justice issues, including current trends in pretrial justice reform
- Strong command of issue campaign planning and management
- Able to compellingly articulate concepts and visions to key stakeholders, including government and strategic partners
- Able to present complex issues in clear, concise, and accessible language, suitable to the immediate audience
- Able to provide thoughtful analysis of legislation, statute, court rules, and other relevant legal and policy materials
- Skilled strategic thinker and generator of content ideas and approaches



- Advanced interpersonal & relationship building tools and abilities
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Strong analytical skills, including an ability to synthesize and summarize large amounts of information and to listen and focus quickly on the essence of an issue
- Proficiency in Google Apps
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), and Social Media web platforms

Abilities

- Excellent written and oral communication skills
- Works well in a team and individually
- Flexibility to meet shifting priorities
- Excellent time management and project management skills
- Able to multitask with ease, effectively and efficiently
- Demonstrates integrity, responsibility, and confidentiality
- Open, effective listener, able to connect with a wide variety of people, personalities, and diverse points of view
- Responsible, communicative and accountable in a virtual working environment

Coachability

- Able to work in a team environment and has the courage to communicate openly and honestly
- Eager to learn, and willing to be coached to increase effectiveness, collaboration, and results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

Special Working Conditions

- Telecommuting and working within a virtual environment
- Web conferencing
- Significant travel is required at times (up to approximately 50%)



- Flexibility in working hours – occasional night and weekend hours may be required

PJI's culture embraces the following principles:

- Nonprofits are run with business-based practices and a focus on results
- Anything is possible
- When you give your word, you do everything in your power to honor it. If you don't, you clean it up and restore trust
- Everyone has something to contribute
- Everything happens out of your relationships with other people
- Great ideas come from anyone at any time
- People up to big things are going to make big mistakes. We learn and move on.

Compensation:

Salary range \$80,000-\$100,000.

PJI is an equal opportunity employer. People with colorful backgrounds or from protected classes encouraged to apply.