Under the guidance of the Executive Committee, the Milwaukee Community Justice Council Director is responsible for directing and facilitating the efforts of the Council in planning and implementing system-wide improvement in Milwaukee County’s criminal justice system. The Director works with key justice system leaders and facilitates collaboration among all justice system partners at the local and state level.  The Director is also responsible for steering the policy agenda and substantive strategy of the Council. These efforts include seeking the commitment, cooperation, and participation in both strategic planning for future direction of the Council as well as oversight of efforts to accomplish changes in the system. This will require meeting and coordinating with groups within the public safety arena and the larger community to implement the policy directives of the Council.

The Director, under the direction of the Executive Committee is expected to:

* Ensure that the Justice Council sustains and advances on the progress that it has made since its founding in 2007 in pursuing its mission of working collaboratively to ensure a fair, efficient, and effective justice system that enhances public safety and quality of life in our community
* Facilitate collaboration of the members of the Council in promoting the effective and efficient administration of programs in the criminal justice system
* Actively direct the work of the Council’s Standing Committees
* Take an active role in the development of policy initiatives of the Council and assume  responsibility for the enactment of these initiatives
* Provide communication between the Council’s Standing Committees and the Executive Committee
* Consult with local, state and national experts on evidence based initiatives to improve the criminal justice system and act as a liaison with other community justice councils
* Coordinate the planning and implementation of Council initiatives and activities
* Research and analyze critical issues identified by the Council
* Recommend programmatic, policy, procedural, or legislative changes based on the analysis of data, opinion surveys, and summary or historical research
* Promote, evaluate, and facilitate community and stakeholder involvement
* Advise decision makers on policy issues, strategic initiatives, and innovative programs
* Research and analyze new programs, prepare alternatives, and recommendations
* Prepare RFPs, and manage purchase of service contracts
* Develop and recommend program performance standards
* Evaluate program performance to identify success and make recommendations on changes for improvements where necessary
* Coordinate the development of a strategic plan for the Council and monitor the implementation of the plan
* Identify funding sources and write grant applications
* Prepare and monitor the operating budget
* Prepare operational and statistical reports and records to support the Council’s recommendations for expansion, reduction, reorganization, or elimination of services or programs
* Establish and maintain effective public and working relations with governmental agencies, community agencies, elected officials, the courts, public defenders, and the public
* Perform other duties as assigned

*Additional Job Duties Include:*

* Actively coordinate the work of the Council’s Standing Committees
* Facilitate collaboration of the members of the Council in promoting the effective and efficient administration of programs in the criminal justice system
* Work with committee chairs and others to prepare agendas for council meetings and send agendas and meeting notices to committee members on a timely basis
* Attend Justice Council committee meetings. Take and transcribe meeting minutes in a timely and highly accurate manner and make the meeting minutes publicly accessible after they are approved by the committee
* Provide staffing and support to the Justice Council committees. Work varies by committee but may include research, committee staffing, data entry, data analysis, production of work products, and community outreach
* Maintain a unified Justice Council calendar and member database
* Assist Council members with ongoing efforts, special projects, ad hoc assignments, and other duties
* Maintain and update the Justice Council website and social media presence

Job Qualifications Include:

* A Bachelor’s Degree and ten (10) years of relevant work experience. Equivalent combinations of education and experience will be considered
* A background in criminal justice is strongly preferred
* Solid leadership and management skills, including planning, budgeting, and employee supervision
* Strong project management and organizing skills to manage details and information, meet deadlines and keep a team on track to reach project goals
* Strong writing and editing skills with the ability to write clear, structured, and persuasive proposals
* Enthusiasm for criminal justice policy and a demonstrated desire to increase the effectiveness, efficiency, and fairness of Milwaukee’s criminal justice system
* Proactive, entrepreneurial spirit
* Versatility to manage complex projects in a wide range of fields
* Collaborative nature, ability to facilitate progress in an environment with many strong leaders
* Ability to interact and communicate with a diverse group of people
* Tolerance for ambiguity and ability to thrive in a dynamic environment
* Strong verbal communications skills and the ability to communicate effectively with many difference type of audiences
* Ability to function in a fast-paced environment with a high volume of work
* Manage multiple tasks with attention to detail
* Experience using Microsoft Office software including Word and Excel
* Assertive, flexible, and a strong sense of humor