
Job Title	Director, Strategic Initiatives
PVN ID	JJ-1801-002310
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE

Department

Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 23, 2018 (Or Until Filled)

General Description

General

- Supervise NNSC's Communications and Special Projects teams
- Articulate, manage, and implement the strategic agenda of NNSC's External Affairs portfolio
- Oversee and provide strategic guidance for the External Affairs team's programmatic activities and operational budget in coordination with NNSC's executive leadership and Finance team
- Provide direct support as needed to key partners with regards to communications, fundraising, and other programmatic activities as needed
- Build and manage strong, functional relationships with high-level government, community, law enforcement, and philanthropic leaders; partner organizations; and academics
- Collaborate and coordinate with NNSC cross divisions for extended learning within the office; future projects for partnership; and the fulfillment of communications deliverables
- Build and lead the External Affairs team through recruitment, training, fostering professional development opportunities, and regular performance evaluations; expressing team interests and concerns to organizational leadership; and reviewing and approving timesheets for Strategic Initiatives staff
- Maintain confidentiality of sensitive personnel, programmatic, and contractual information

Communications

- Broaden public relations and media outreach via verbal, written, or in-person appearances to support NNSC public relations efforts, including serving as spokesperson at conferences and panel discussion on the work of NNSC
- Develop and maintain an organizational communications strategy, style guide, etc. in coordination with NNSC leadership and communications staff
- Direct ongoing evolution and refinement of NNSC's communications policies and practices through team-wide strategy sessions, and problem-solving and collaboration with organizational leadership
- Respond to high-level press inquiries as needed
- Review, edit, and approve external publications for NNSC's various projects

Development

- Identify new fundraising opportunities in partnership with NNSC leadership
- Work with NNSC's executive team and directors to ensure the timely preparation and submission of grant/contract materials, with the scope of involvement depending on the particular grant/contract
- Maintain a calendar of key development deadlines and coordinate with project directors to ensure timely execution of grant deliverables
- Serve as a primary point-of-contact as needed for key philanthropic partners

Special Projects

- Supervise and professionally develop NNSC's special projects staff
- Build strong relationships with project directors, John Jay faculty, and staff at partner organizations to facilitate information-sharing and active collaboration/co-creation
- Conduct primary and secondary research, including landscape analyses, benchmarking, and deep dives into specific topics; analyze data and building organization-university collaborations
- Distill complex information into crisp, concise recommendations to inform decision-making
- Share findings and recommendations with executive team members and partner organizations, where necessary, verbally and/or via written materials
- Organize NNSC's bi-weekly Directors meetings, coordination meetings, and semi-annual staff meetings and identify ways to improve cross-team collaboration

Other Duties

Qualifications
