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<b>Job Title</b>	Senior Director of Program Services
<b>PVN ID</b>	JJ-2404-006235
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Institute for Justice and Opportunity
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$90,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 10, 2024 (Or Until Filled)

## General Description

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The Senior Director of Program Services is responsible for the efficiency and efficacy of the programmatic services derived from the programs. Their key functions are to manage the oversight of the Prison to College Pipeline, College and Career Pathways and Outreach and Onboarding Programs.

In collaboration with the Deputy Director of Programs and the Executive Director, the Senior Director of Program Services is to implement the strategic vision for programmatic services provided by the Institute.

This position may necessitate non-traditional and changeable work schedules, off-site service delivery, periodic travel and the acquisition and application of new technology skills.

### **ABOUT THE INSTITUTE:**

As a champion of institutional, structural, and personal transformation, the John Jay College Institute for Justice and Opportunity (The Institute) opens doors and eliminates barriers to success for people who have been involved in the criminal legal system. The Institute is one of twelve research entities that collectively comprise the Research Consortium of the John Jay College of Criminal Justice. The Institute has a diverse portfolio of projects that focus on identifying what it takes for people to live successfully in the community after justice involvement and on increasing the effectiveness of the professionals and systems working with them. Recognizing the transformational power of education, the Institute focuses much of its work on increasing access to higher education for people with criminal histories. The Institute's comprehensive and strategic approach includes direct service, research, and technical assistance.

To learn more please visit our website: <https://justiceandopportunity.org/>

## Other Duties

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Reporting to the Deputy Director of Programs and in close collaboration with the Executive Director, Program

Directors, the position will:

- Ensure that the Institute is actively engaging with partner agencies, governmental and private, to keep Institute services relevant and responsive to changing community needs.
- Generate materials and create protocols for referrals, in collaboration with program directors to ensure our accountability to partner agencies.
- Build high-performing, collaborative, constructive teams and empower the expansion of staff levels of responsibility, span of control, and performance through good hiring, management, supervision, coaching, training and professional development opportunities.
- Collaborates with Director of Human Resources on recruitment, staff development strategies, performance improvement plans, and taking corrective action.
- Leads a culture of curiosity, recognition, acknowledgment, and accountability.
- Works in partnership with Director of Finance, Operations and Data and program directors to establish budgets for the identified programs.
- Generates reports on programs for funders and coordinates our relationships with funders in partnership with Executives.
- In partnership with Executive Director identify partnerships and dynamic ways to generate funding for programs.
- Ensure that students are being properly assessed for Institute services and that their needs are being identified and addressed in a timely manner.

## Qualifications

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- Minimum 7 years of progressively more responsible experience in human services, higher education, workforce development, and/or criminal justice reform,
- Skilled in strategic planning, program development, designing program processes, and project management.
- Knowledgeable about data management and skilled at use of data for performance management and to inform program development.
- Demonstrated strong communication skills and good human resource management practices, skilled as a supervisor and coach.
- Demonstrated commitment to enhancing racial justice, equity and diversity from a position of leadership; track record of inclusive design and attention to language. Experience in change management.
- Excellent administrative and organizational skills, including ability to engage collaboration across multiple programs and from diverse groups of colleagues
- Facility in policy analysis, framing recommendations for change, and policy advocacy
- Excellent written and oral communication skills.
- Demonstrated commitment to life-long learning.
- Knowledge of the social services landscape in NYC, especially reentry providers
- Demonstrated ability to respond calmly and thoughtfully to emergencies and to develop solutions in partnership with staff, students, and relevant stakeholders
- Ability to work independently and collaboratively to carry out complex assignments in a timely manner and to adapt to changing situations and priorities
- Experience with Salesforce a must
- Demonstrated commitment to delivering trauma-informed services.
- Knowledge of the Institute programming.

Candidates with lived experience are strongly encouraged to apply. Please submit cover letter and resume.