

Job Title	Policy Analyst
PVN ID	VB-1505-000514
Category	Instruction and Social Service
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Annual Salary	\$43,680.00 - \$57,200.00
Hour(s) a Week	35
Closing Date	Jan 12, 2016 (Or Until Filled)

General Description

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

ISLG is an institute within the City University of New York. 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.

The Institute is hiring a Policy Analyst to work on multiple projects, including the Manhattan District Attorney's newly launched Criminal Justice Investment Initiative (CJII). The CJII is designed to invest funds in projects that will enhance public safety, develop broad crime prevention efforts, and promote a fair and efficient criminal justice system. Established by the Manhattan District Attorney's Office (DANY), the CJII will focus on projects within seven priority areas: domestic violence, victim and witness services, cybercrime, narcotics and substance abuse, intelligence-driven prosecution, preventing criminality among young men, and reentry and diversion. As the technical assistance consultant on this project, ISLG is offering guidance to DANY and grantees throughout the lifetime of the initiative and providing oversight and performance measurement. For more information about ISLG and the CJII please visit www.islg.cuny.edu. Exceptionally qualified candidates may also be considered at the Policy Associate level (salary range of \$57,200 to \$72,800).

Position Description

Reporting to the Associate Director for Policy, the Policy Analyst will be responsible for the following tasks:

- Provide administrative support to the CJII team such as organizing community forums and preparing presentations and other materials for high-level meetings;
- Conduct research on a variety of policies across multiple sectors;
- Assist in interviewing stakeholders across community-based, government, and philanthropic organizations;
- Participate in high-level meetings with external clients;
- Assist in reviewing grant proposals and identify promising ideas on CJII investments;
- Work closely with the research team to monitor grantee performance and evaluation over the lifetime of the CJII;
- Assist in identifying government, private, and foundation grants to support the CJII and the Institute's work overall; and
- Participate in frequent formal and informal cross-organizational collaboration to generate new ideas and grow the Institute's body of work.

This is an exceptional opportunity to work on a potentially transformative criminal justice initiative and to assist in building a portfolio of work in a newly-established institute with a talented and ambitious team producing a scientifically rigorous and impactful body of work.

Other Duties

Qualifications

- BA or MA in sociology, psychology, criminal justice/criminology, public health, social work, or related social science field (MA is preferred);
- Experience working in a foundation, government, or non-profit organization, managing large projects with many stakeholders preferred;
- Demonstrated subject matter expertise in one or more of the seven priority areas identified under the CJII;
- Some familiarity, experience, and appreciation for research, program evaluation, and performance measurement;
- An exceptional commitment to accuracy and attention to detail
- Microsoft Office proficiency, particularly in Excel and PowerPoint
- Excellent time management skills and experience working in deadline-driven environments
- Ability to write and present in an articulate, structured, and compelling manner
- Ability to work on a team, as well as independently

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 May 18 and continue until the position is filled.

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer