



CJI Interim Managing Director **Job Description**

Who We Are:

The Circle for Justice Innovations (CJI) is a Black-woman-led, philanthropic organization with over 20 years of experience serving grassroots organizations on the frontlines of the fight against mass incarceration and state violence. CJI specializes in a participatory grantmaking model that brings activists directly impacted by the criminal legal system and other systemic forms of oppression together with progressive donors to ensure that funds are being directed to those best situated to bring about change in their communities. CJI is proud to have been among the first to fund campaigns to end shackling of incarcerated pregnant women, restore voting rights to formerly incarcerated people, intervene in the school-to-prison pipeline, alternatives to incarceration, trans-justice, and protections for sex workers.

Our organization has grown rapidly over the last two years, with our staff doubling in size and our grantmaking operation expanding in kind. The call for transformative change in the criminal legal system has yet to be delivered, therefore CJI continues to stand alongside a nationwide network of grassroots organizers fighting for change in their communities. CJI is now seeking an Interim Managing Director to further accelerate its growth and impact.

CJI is in a moment of transition, spinning off from fiscal sponsorship toward financial and operational independence. We seek an Interim Managing Director with significant nonprofit operations and management experience to continue to build out the organization's infrastructure and partner with the Executive Director to lead the organization. This is a tremendous opportunity for an individual to help further develop an organization that has already established itself as a leader in the movement to transform the U.S. criminal legal system.

About the Interim Managing Director Position:

Reporting to the Executive Director of CJI, the Interim Managing Director (IMD) will lead all day-to-day functions of the organization. In collaboration with the ED, the Interim Managing Director will lead a talented Team of Directors to create a culture of high performance and accountability without losing sight of CJI's mission, long-term vision, and movement goals.

The ideal candidate is a generalist, adept at supporting and developing new internal systems and structures to create operational efficiencies, with a mind for organizational design and evaluation. The ideal candidate will also have experience guiding organizations through periods of rapid growth and development.

The Interim Managing Director will hold this position for a period of 12-18 months to ensure the execution of a strategic plan, transition to organizational independence, and a transformative culture shift. At that time, they may be considered for the permanent Managing Director position or choose to oversee the search for a new Managing Director.

Responsibilities:

Strategy & Leadership

- Act as a thought partner to the Executive Director.
- Working in partnership with the Executive Director and outside consultants, manage a strategic planning process.
- Evaluate existing organizational systems and policies, and establish new systems as needed.
- Oversee the implementation of CJI's 501(c)(3) Transition Plan in coordination with external partners and the Operations Department.
- Manage annual and ongoing CJI organizational activities, including:
 - Develop Annual Department Plans and CJI Organizational Calendar.
 - Oversee the high-level execution of CJI programs, projects, and policies in accordance with the organizational mission and values.
- Stay abreast of trends and approaches to criminal justice transformation.
- Manage the organization in the event of any extended absence of the Executive Director (one week or more).
- Provide additional support as determined by the Executive Director.

Team Development & Internal Organization

- Provide professional leadership and management of CJI Directors to foster a professional, collaborative, and collegial organizational culture.
- Promote a positive and productive work environment conducive to CJI's mission and organizational expansion (building community, team activities, etc.).
- Strategize and support scaling of CJI staff to meet internal and programmatic needs.

- Participate in the hiring, onboarding, and training of new staff.
- Facilitate proper onboarding and orientation of new Circle members (donors and activists) and support the professional development of CJI's Board of Directors.
- In coordination with the Operations Director, ensure that all organizational activities and practices adhere to CJI values and are in compliance with applicable legal guidelines.
- In coordination with the Operations Department, establish internal systems for staff evaluation, goal setting, and professional development.
- Establish impact-based budgeting practices and efficient financial policies and procedures in coordination with the Departments of Finance and Operations.
- Share authority with the Executive Director for final approval of key CJI communications materials (grant applications and reports, e-blasts, social media, and Circle communications).
- Communicate CJI's goals and operational plans to all levels of the organization.
- Maintain positive and trust-based relationships with the CJI Executive Director, Department Directors, Steering Committee, and Circle members.

Who You Are:

- A seasoned organizational leader in social justice, progressive philanthropy, or similar field with at least 10 years of experience in the non-profit sector, with 5-7 years in a leadership position, including direct supervision of staff.
- A passionate advocate for change, who believes that people are more than their past mistakes and who has the passion to execute their vision for systems transformation.
- A strategic and knowledgeable expert in how organizations function and how to incorporate best practices that scale and align with organizational culture.
- A motivating and empathetic leader, who can ensure staff accountability, while providing the support and professional development necessary to maximize potential.
- A keen problem solver who approaches every situation with emotional intelligence and maturity and excels at conflict resolution.
- A builder of resilient and sustainable organizations who has what it takes to scale CJI and its team to the next level.
- A diligent project manager, who plans, executes, and keeps everyone to agreed upon timelines.
- A superb communicator, verbally and in writing, with editing experience a plus.
- A committed advocate for Diversity, Equity, and Inclusion at all levels and aspects of the organization.
- A person who has been fully vaccinated and boosted against COVID-19.

What Else You Should Know:

The salary for this role ranges from \$110-125k per year, is competitive, and based on experience and qualifications. CJI provides a comprehensive and generous benefits package that includes fully paid medical premiums for employee plans and 90% employer paid premiums for dependents.

The expectation is that this position would start off remotely working from home and eventually move to a hybrid working situation, coming into CJI's Brooklyn, NY office. The hybrid schedule for this role is open to conversation. However, we are open to having the role be fully remote for the right non-local candidate.

CJI is a project of NEO Philanthropy Inc. It is the policy of NEO to afford equal employment opportunity to all qualified persons regardless of history of incarceration, race, color, religious creed, national origin, age, military status, pregnancy status, sexual orientation, disability, genetic information, gender identity, gender expression or gender.

People directly impacted by the criminal legal or immigration systems; with a previous history of incarceration; women; people of color; LGBTQI+ people; and people with disabilities are strongly encouraged to apply.

What Now?

If reading this has sparked a fire in you, please send your resume and a cover letter describing why you think you'd be great at this job to apply@EmergingHR.net.

Even if you do not meet 100% of the qualifications, we'd love to consider the full scope of your candidacy and what you can bring to our team. We'll be interviewing candidates on a rolling basis and encourage you to apply as soon as possible.