

## **Just City Executive Director**

*This is a full-time position.*

The Executive Director (ED) is a full-time staff member who assists Just City's Board of Directors in developing the organization's agenda and directs its implementation; supervises and collaborates with full-time staff, part-time staff and volunteers; provides and/or directs limited legal services; works closely with the Shelby County Public Defender and other appropriate public sector agencies to align policy goals; cultivates relationships with grassroots constituencies, community stakeholders, government leaders, lawmakers, national criminal justice/indigent defense leaders and Just City's board to advance progressive policy reforms through public programs, events, and other campaign-based activities.

The ED will initiate and execute fundraising activities as required and determined by Just City's board. The ED will create and manage a budget for Just City and communicate relevant financial information to the board and funders as required.

### **DUTIES**

Works with board, Just City staff, criminal justice system stakeholders, community leaders, the Shelby County Public Defender, and others to understand obstacles and prototype possible solutions related to right to counsel and successful reentry of those in contact with the criminal justice system.

Directs the development of the Just City reform agenda, policy platform and related campaigns.

Provides and supervises the delivery of limited legal services related to involvement with the criminal justice system such as expungement, restoration of rights, driver license reinstatement, etc.

Directly supervises the Program Manager and directs the creation of additional positions consistent with the organization's agenda and with approval from the board, providing supervision as appropriate.

Assist with research and communications as needed, including preparation and circulation of research memoranda, press statements, and social media posts.

Engage in consistent and meaningful outreach to community leaders, leaders of the faith community, criminal justice system stakeholders, state leaders, related non-profit organizations, and other relevant stakeholders and partners.

### **REQUIREMENTS**

The ideal candidate will possess 2 – 5 years of progressive professional experience with some experience in resource development, public policy, advocacy, volunteer management, and event management. A bachelor's degree is required; a master's degree or juris doctorate is preferred. A passion for reforming criminal justice and public defense, coupled with an intuitive understanding of how those fields intersect with economics, education, and public health, is essential. Candidates must possess excellent communication, presentation, time/budget management, and staff/volunteer management skills.

Salary will be commensurate with experience.

Qualified applicants should email their resumes/curricula vitae, along with a letter of interest stating their qualifications, to Kerry Hayes at [kerry@justcity.org](mailto:kerry@justcity.org) by close of business on Friday, August 28.

