Job Opportunity: Advocacy Programs Manager

College & Community Fellowship

Job Title: Advocacy Programs Manager

Employment Classification: Full-Time, Exempt

Reports to: Director of Policy & Advocacy

Supervises: No supervisory reports

Start Date: September 10, 2021

Work Hours: Flexible 9-5, Monday-Friday with occasional evenings and weekends

Location: Remote until CCF institutes a return to office work plan, likely involving a hybrid model of in-office and remote working. CCF’s current office is located at 475 Riverside Drive, Suite 1626, New York, NY 10115. Some occasional local travel to the office or other community settings may be required prior to full implementation of the hybrid model.

About College & Community Fellowship (CCF) and CCF’s Policy & Advocacy Department

College & Community Fellowship (CCF) enables women with criminal justice involvement to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve.

For 20 years, CCF has worked at the intersection of racial equity, criminal legal reform, economic justice, and community building. We are one of the first organizations to focus on access to higher education for justice-involved women. At CCF, we believe that women with criminal justice involvement should have equal access to the opportunities that will help them realize their dreams. CCF’s programs address individual, institutional, and systemic change.

Through a mix of programming and policy campaigns, CCF’s Policy & Advocacy (P&A) Department seeks justice transformation at the local, state, and federal level. Programming, which is the focus of this position, has included multiple training cohorts of Women Influencing Systems and History (WISH). WISH is a nine-week curriculum-based advocacy training program that CCF developed for women impacted by the criminal legal system to empower them to effect change on issues of importance to them, their families, and their communities. P&A has delivered programming to increase justice impacted persons’ understanding of their voter rights and to increase voter participation. P&A is working to develop a sustainable program model to increase access and participation of justice-involved persons in civic and community institutions.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of any particular position.
Position Overview
The Advocacy Programs Manager (APM) is responsible for current and new advocacy program design and development, implementation and continuing operations, program-level budgeting and expense monitoring, and quality improvement/evaluation. All Policy & Advocacy (P&A) programs focus on centering the voices of those with touchpoints in the criminal legal system and building power for those who are justice-impacted to uplift communities and create systemic change.

The APM will plan, facilitate, and manage CCF’s existing advocacy programs—including Women Influencing Systems and History (WISH) and workshops that promote the use of the arts as advocacy. CCF delivers 2-4 cohorts per year of WISH, which is a nine-week curriculum-based program that increases core advocacy skills, ranging from digital strategy to statutory analysis, with the goal of empowering directly impacted women to become more effective advocates on issues of importance to them and their communities. Arts as advocacy workshops have included consulting artist content in such media as writing, visual arts, and performance directed at the public and lawmakers to advance core policy issues. With support from other CCF staff and consultants, the APM will also design, launch, and manage new programming envisioned by P&A, including (1) an alumnae network for WISH graduates to provide continuing skills development, mutual support, and professional networking and (2) a model for increasing civic participation and community involvement by justice-impacted persons in neighborhoods of New York City with high rates of arrest and incarceration. As a member of the policy team there will also be periodic opportunities to engage on campaign related work as the campaigns and programs will be interconnected.

Duties include, but are not limited to:

- Refine existing programs and develop new programs that reflect the values, vision, and goals of CCF, that use innovative and effective models, and are responsive to the interests and needs of justice impacted women.
- Manage daily operations and monitoring of current and new P&A advocacy programs.
  - Create curricula, training materials, and recruitment tools that document program models and that allow for potential replication in other jurisdictions.
  - Develop, monitor, and report on annual work plans and calendars for P&A programming, comparing targets to actuals for program delivery and participation.
  - Coordinate marketing of programming within and outside of CCF in collaboration with Communications staff and manage participant recruitment and selection.
  - Develop policies and procedures to ensure effective implementation, including but not limited to disbursement of appropriate monies, securing needed resources, and addressing operational concerns to run programs as smoothly as possible.
  - Facilitate delivery of group services directly or with support from consultants or pro-bono trainers possessing specific expertise.
  - Manage program administration including selecting training sites, ordering meals and supplies, and processing payments to vendors and participants with some support from Operations staff.
  - Identify and engage community-based partners for collaboration on participant recruitment and collaboration as hosts or community experts in new initiatives.
  - Monitor program quality, participant satisfaction, and outcomes through a variety of measures and systems; partner with database consultants on systems for data collection and analysis.
  - Establish and manage a network of P&A program alumnae that offers their continuing engagement and retention, peer support, professional networking, and mobilization on CCF’s P&A campaigns.
  - Manage all programs towards meeting established department and program goals, standards, funder requirements, and contractual obligations.
  - Prepare program reports for agency and funding sources, and internal reports for management meetings. Assist with the development of grant proposals.
  - Stay knowledgeable about issues facing our participants and conduct landscape assessments of other programs with similar goals.
• Act as a strategic thought partner in building out the future of the policy & advocacy department.
• May include assisting in campaign related work: advocating for bills, helping to plan days of action, and drafting testimony and other written material.
• Other duties as assigned by supervisor.

Core Competencies/Qualifications:
• Passion for criminal justice reform and centering the voices of directly impacted persons.
• Excellent interpersonal, group training/facilitation, and public speaking skills.
• Demonstrated experience planning new programs/services and creating related documentation, with curriculum and materials creation strongly preferred.
• Familiarity with collecting, reviewing, and reporting on measures relevant to participant characteristics, service delivery performance, quality, and outcomes.
• Ability to work under deadline, with changing priorities
• Self-motivated and willing to take initiative and address challenges creatively.
• Detail-oriented with excellent follow up skills.
• Bachelor’s degree preferred; associate degree required.

To Apply: Email your resume, cover letter discussing your interest and qualifications for this position, and one-page writing sample to jobs@collegeandcommunity.org. Please use “Advocacy Programs Manager YOUR LAST NAME, YOUR FIRST NAME” as the email subject line.

CCF is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, protected veteran status, unemployment status or any other protected category, including but not limited to criminal legal system history. CCF provides a competitive salary and comprehensive benefits package.