

Grants Coordinator

The Shelby County District Attorney's Office seeks a creative, experienced professional to help us secure grant funding and resources to support our organization's drive for transformative criminal justice reform.

Based in Memphis, TN, the Shelby County District Attorney is the top law enforcement officer for a county of almost 1 million people. Beginning September 1, newly elected DA Steve Mulroy will assume this role and seeks a Chief Data Officer to support his team. This is an opportunity to get in on the ground floor of a transformative reform effort to remake the office in line with best practices across the country.

An equal opportunity employer, we are particularly interested in candidates who will increase diversity of all kinds throughout our office.

If you want to be part of an organization dedicated to making our community safer by making our system fairer, then we invite you to submit your letter of interest and resume to recruitment@scdag.com.

We may be unable to respond to every inquiry and will contact you for an interview only if we are able to move your application forward for consideration. Successful applicants will be subject to Shelby County Government's routine hiring procedures and protocols before receiving an offer of employment. Positions will remain open until filled.

Position Summary:

This position is responsible for research and development of grant opportunities; implementation, monitoring, and reporting support for awards; and support and research for special projects and initiatives.

Duties and Responsibilities:

1. Proactively researches, identifies, and develops funding opportunities.
2. Proposes and submits grant opportunities for additional funding on behalf of the District Attorney's Office.
3. Collaborates with Office leadership and staff, other Shelby County government agencies, and community stakeholders from the private, public and non-profit sectors in all phases of pre-award proposal development and submission, including reviewing Requests for Proposals (RFPs) and Notices of Funding Availability (NOFAs).
4. Ensures compliance with all sponsor application requirements, creating budgets, advising on salaries, allowable direct costs, direct cost limits, and indirect cost rates, working with internal and external stakeholders to gather required documents for applications.
5. Reviews proposals to ensure compliance with all RFP guidelines; communicates with appropriate Office leadership and staff and community partners to resolve issues.
6. Ensures timely submission of all applications, including ensuring compliance with registration and reporting requirements in SAM and any other relevant grant systems.

7. Serves as the principal source of information on all award policies and procedures; works closely with Office staff on all grant-related matters to ensure compliance with all award terms and conditions
8. Assists Office staff in the processing of contracts, amendments, resolutions, and agreements based on receipt of grant awards, including subawards.
9. Monitors grant implementation to ensure and facilitate post-award compliance and reporting, including subaward and subrecipient monitoring.
10. Identifies, proposes, and/or supports internal and external coordination of strategic initiatives.
11. Prepares comprehensive reports on Office grant awards and strategic initiatives.
12. Performs other related duties as required or directed.

Minimum Qualifications:

1. Five (5) years of experience in an increasingly responsible administrative or program management capacity; and
2. Bachelor's degree from an accredited college or university in public or business administration, social work, social sciences, or related field; OR
3. An equivalent combination of related education and/or experience.
4. Proof of education is required.

Knowledge, Skills, and Abilities:

1. Ability to understand, apply and communicate rules, regulations and guidelines mandated by local, state and federal funding sources including Uniform Grants Guidance under Title 2 of the Code of Federal Regulations (must be able to obtain any required certifications).
2. Knowledge of program administration, budgets, and monitoring.
3. Working knowledge of the role and responsibilities of the prosecutor's office; the criminal justice system; and relevant service delivery systems including, but not limited to, victims services, violence prevention, and diversion from prosecution.
4. Experience with federal, state, local and philanthropic grant funding agencies; monitoring and compliance procedures. Familiarity with potential funding sources.
5. Fully proficient in the use of Excel, Word, and PowerPoint and must be comfortable using complex reporting, financial and accounting systems.
6. Ability to organize and report information and develop presentations.
7. Ability to communicate effectively with others verbally and in writing.
8. Ability to establish and maintain effective working relationships with co-workers, other Shelby County employees, service providers, outside organizations and the general public.

Special Requirements:

Must have experience developing/writing successful grant proposals. Past experience successfully applying for and supporting implementation of projects with U.S. Department of Justice funding is preferred.

Chief Data Officer

The Shelby County District Attorney's office is looking for a creative and capable information technology professional who can help implement our vision for a transparent, efficient, and state-of-the-art organization dedicated to transformative criminal justice reform.

Based in Memphis, TN, the Shelby County District Attorney is the top law enforcement officer for a county of almost 1 million people. Beginning September 1, newly elected DA Steve Mulroy will assume this role and seeks a Chief Data Officer to support his team. This is an opportunity to get in on the ground floor of a transformative reform effort to remake the office in line with best practices across the country.

The District Attorney-elect seeks an experienced professional to lead the office's efforts to create a culture of data-driven decision-making and innovation across the office. The CDO works directly with the DA and other members of his senior leadership team to optimize the use of data in setting and executing the office's principles, priorities, and vision for criminal justice.

Areas of responsibility include:

- Assesses the office's data practice(s) and develops plans to create a data-driven culture that advances the mission of the DA's office.
- Oversees the integration and staging of data as well as the development and maintenance of data
- Manages analytics to identify trends in support of office performance management
- Produces and tracks data to inform policy decisions by the DA and members of the senior leadership team
- Manages and enhances open data effort, including regular releases of data by the office to the media, members of the public, and other stakeholders
- Develop a user-friendly website dashboard for the public to use to examine key metrics
- Works with justice system stakeholders to engage in predictive analytics, create and optimize dashboards and other tools, and further the use of data to better deliver responsive services
- Analyzes data to provide suggestions for improving efficiency, innovation and outcomes
- Uses techniques such as data mining, statistical analysis and modeling for new features and to solve problems

The ideal candidate for this role will possess excellent communication skills, both written and verbal, as well as competency in the following foundational concepts:

- Programming in Python
- Working with Jupyter Notebooks
- Differentiating data sources
- Exploring data visually
- Mapping data, particularly using geographic information systems (GIS)
- Building a data schema
- Linking datasets
- Knowledge of current computer and electronic data processing systems

- Advanced mathematical skills and knowledge of probability and statistics
- Strong knowledge of system analysis, computer programming and computer operations. Skill planning, directing and coordinating the myriad operational details and projects
- Skill estimating resource requirements (staffing and system equipment) as well as estimating the cost of maintaining production services
- Excellent verbal and written communication skills with demonstrated management and supervisory abilities

An employment history that includes at least 5 years of previous data analysis is highly desired. Work experience in the public sector is highly useful. This work will require an extraordinary attention to detail and constant multi-tasking given the fast-paced nature of the office and high-profile nature of its work. Excellent judgment and discretion is mandatory. Above all, the Chief Data Officer must share our focus on building the most efficient, fair, and focused prosecutor's office in the country.

This position is based in Shelby County, Tennessee. While the District Attorney's office is a flexible and family-friendly workplace, fully remote work is not available for this role.

The salary for this position is commensurate with experience.

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Communications Director

The Shelby County District Attorney's office is looking for a creative, collaborative, and experienced communications professional who can help share our vision and ensure that our priorities for criminal justice are widely and accurately understood.

Based in Memphis, Tennessee, the Shelby County District Attorney is the top law enforcement officer for a county of almost one million people. Newly elected DA Steve Mulroy seeks a Senior Adviser for Communications and Community Engagement to support his team. This is an opportunity to **get in on the ground floor of a transformative reform effort** to remake the office in line with best practices across the country.

DA Mulroy seeks an experienced, creative, and collaborative professional to join his team as its Communications Director (CD). This individual will be responsible for using a variety of media and methods to deliver timely, relevant, and factual information about the office's priorities and activities to residents. As one of the critical external-facing roles within the

office, the **CD** serves a particularly important function as a liaison between the public, staff members, members of the media, numerous non-governmental partners, and the District Attorney.

Areas of responsibility include:

- Collaborate with the DA and other members of the senior leadership team to develop a clear and consistent communications strategy, anchored by the DA's vision, to ensure that this vision is reflected in all levels of public-facing communications by the office.
- Manage all aspects of the office's relationship with local, regional, and national media, including serving as the office's primary spokesperson to the media, responding to inquiries, pitching long-lead enterprise pieces, and crisis/rapid response, when necessary.
- Manage social media communications across a variety of platforms.
- Manage the public appearances by the DA and other members of his senior leadership team, including speechwriting, preparing briefing materials, organizing logistical details, or other tasks as needed to ensure success.
- Coordinate closely with intergovernmental communications staff and public information officers from agencies including the Shelby County Sheriff's Office, Memphis Police Department, Tennessee Bureau of Investigation, the U.S. Attorney's Office, and others, as needed and appropriate.
- Consistently identify opportunities to enhance the office's print and digital collateral assets, including informational brochures, posters, videos, social media content, etc.

The ideal candidate for this role will possess excellent communication skills, both written and verbal, and a high degree of adeptness with existing and emerging digital communications platforms and social networks. An employment history that includes at least 5 years of previous strategic communications work, multimedia production, multi-platform journalism or newsroom experience, or a related combination thereof, is highly desired. Work experience in the public sector is highly useful, particularly if that experience includes work supporting elected officials. This job will require an extraordinary attention to detail and constant multi-tasking given the fast-paced nature of the office and high-profile nature of its work. Excellent judgment and discretion is mandatory. Above all, our Communications Director must share our enthusiasm for criminal justice reform and transparency.

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Assistant District Attorney

The Shelby County District Attorney's office is looking for lawyers who believe in equal justice under the law.

Based in Memphis, TN, the Shelby County DA is the top law enforcement officer for a county of almost 1 million people. This office is hiring licensed attorneys with litigation experience, particularly in the areas of criminal justice, civil rights, or both. This is an opportunity to **get in on the ground floor of a transformative reform effort** to remake the office in line with best practices across the country. We anticipate a number of vacancies in both line attorney and leadership roles, and are seeking candidates with a range of experience, from recent law school graduates to veteran lawyers.

Specific priorities of Shelby County's new District Attorney include:

- **Prioritizing violent crime** by empowering prosecutors to use their discretion to seek community-based alternatives to expensive, sometimes counterproductive prison sentences for non-violent offenses.
- **Establishing a Post-Conviction Fairness Unit** to review prior cases for possible errors, wrongful convictions, and wrongful sentences
- **Promoting Public Safety** by using innovative evidence-based best practices from around the country to prevent youth violence and reduce recidivism.
- **Fixing our broken bail system** to ensure that poverty alone does not equate to additional unfair punishment.
- **Delivering juvenile justice in a more fair, humane, and age-appropriate way**, beginning with reducing the number of juveniles in our community who are transferred to the adult system.
- **Reigning in the runaway costs of incarceration** by requiring prosecutors to provide the judge an estimate of the cost of incarceration at sentencing.
- **Developing a restorative justice program** for property crimes that allows victims to participate directly in restitution

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You must possess a law degree from an accredited school of law and have a current Tennessee law license (in good standing), anticipate licensure upon the release of the July

2022 bar exam, meet the requirements for comity admission pursuant to Tennessee Supreme Court Rule 7, article V, and/or possess the requisite credentials to reasonably and promptly “waive in” to Tennessee licensure. Applicants with prior courtroom experience will be strongly favored for Assistant District Attorney roles, although a range of other positions and opportunities will be available.

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