



JOB POSTING

TITLE: Senior Policy Analyst - Criminal Justice
DEPARTMENT: Policy and Program Department
REPORTS TO: Director of Policy
CLASSIFICATION: Exempt
STATUS/SCHEDULE: F/T- Monday through Friday, 9 a.m. to 5 p.m.
DATE REVISED: August, 2017

COMPANY OVERVIEW

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of nearly 180 human-service and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, collaborating with partner agencies to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

POSITION OVERVIEW

The Senior Policy Analyst – Criminal Justice is responsible for policy formulation and implementation of initiatives focused on promoting criminal justice policies and reforms that improve the social and economic well-being of low income New Yorkers.

Formerly incarcerated individuals are encouraged to apply

ESSENTIAL FUNCTIONS

Policy Analysis and Advocacy (80%)

- Assume primary responsibility for policy formulation and analysis designed to eliminate both poverty and mass incarceration and to utilize the human services sector to impact communities
- Lead a taskforce of member agencies, allies, coalition groups and government representatives, and, collaborate across FPWA departments to develop, promote, and advance policy recommendations through the implementation of effective advocacy and engagement strategies
- Conduct timely analysis and maintain on-going monitoring of relevant proposed and enacted legislation and regulations on the city, state and federal levels
- Produce high-quality policy documents (e.g., policy statements, reports, articles, testimony, memos of support or opposition, etc.) that are well researched, strategic and well written.
- Develop and maximize strong and effective relationships with key legislators and staff

Administration (20%)

- Serve on internal project teams, utilizing professional expertise in the development and execution of trainings, workshops, and development of FPWA staff, member agencies, and allies
- Perform administrative duties as required (e.g. setting up for meetings and events, ordering of photocopy jobs, phone calls, etc.)

REQUIRED QUALIFICATIONS

- Graduate degree in policy, social work, public administration, law, divinity or related field.
- Strong research, analytical, and communication skills with a background in criminal justice policy
- Proven success with coordinating advocacy campaigns and coalitions; firm understanding of city, state and federal legislative processes
- Deep commitment to racial and social justice with an understanding of the needs of the communities that FPWA serves and a track-record of high-level impact on policy issues in the human services field and on economic equity concerns
- Skilled in project management with a proactive and analytical approach to facilitating and leading teamwork; flexible and responsive in incorporating changes into program plan
- Expert in facilitating meetings and workshops with a strong ability to develop effective partnerships with internal and external stakeholders
- Demonstrated media skills and experience preferred
- High degree of commitment to the work and team, sound judgement, entrepreneurial, flexible, creative, energetic, hard-working and unafraid of challenges

SUPERVISORY RESPONSIBILITY

Potential to manage others.

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment.

APPLICATION DEADLINE: SEPTEMBER 30, 2017

TO APPLY

Please submit a cover letter explaining your vision and qualifications for the position, resume and short writing sample to jobs@fpwa.org with subject "Senior Policy Analyst – Criminal Justice".

No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER