



PARTNERSHIP FOR SAFETY & JUSTICE

JOB ANNOUNCEMENT **Director of Organizational Development**

Position Summary

Partnership for Safety & Justice (PSJ) seeks an experienced, strategic, and thoughtful Director of Organizational Development. PSJ's Director of Organizational Development works closely with PSJ's staff and board to increase PSJ's capacity to transform society's response to crime and the needs of people affected by crime. As the Director of Organizational Development, you will provide leadership to PSJ's real-time strategic planning process, work closely with the leadership team to ensure that organizational operations support strategy, and keep things running smoothly to support the well-being of all.

This is an exempt, ¾ time, senior level position. This position is a member of the Senior Leadership Team, reports to the Executive Director, and supervises the Operations Manager. This position will require occasional weekends and evenings. PSJ staff is currently working remotely while maintaining a physical office in Portland, Oregon.

About Partnership for Safety & Justice

PSJ believes that the public safety and criminal justice systems should uphold the values of accountability, equity, and healing; promote the safety of all communities; and help prevent harm. But Oregon's system is falling far short of that mandate with devastating consequences: tearing families apart, deepening racial disparities, perpetuating mass incarceration and over-criminalization, and draining critical public resources from programs that help crime survivors heal.

In the face of these challenges, PSJ is leading a growing movement to transform Oregon's response to crime through innovative solutions that ensure accountability, equity, and healing. Founded in 1999, PSJ was the first advocacy group in the country to bring together both crime survivors and people who have been convicted of crime to effect change.

PSJ is focused on three strategic goals over the long horizon: shrink the corrections system, build local solutions, and transform the expectations and deliverables of the justice system. We work with both likely and unlikely allies to achieve our goals, including racial and economic justice advocates, organized labor, business leaders, victim advocates, prosecutors, sheriffs, police chiefs, and legislators across the political spectrum.

PSJ's strategy includes working with Safety & Justice Oregon (SJO), an affiliated 501c4 organization that is supporting and empowering a growing group of legislators and district attorneys who are committed to advancing more effective solutions for Oregon's criminal justice system.

To learn more about us, visit safetyandjustice.org and sjoregon.org.

Who We Are Looking For

You are an effective facilitator. You foster connections and bridges across people, organizational issues, and strategies. You are a strategic thinker and have a deep love for effective systems and processes that build the infrastructure and plans needed to meet organizational goals. You approach day-to-day team needs with a strong sense of organization, effectiveness, humor, and grace. You understand that a workplace's staff deserve care and attention, and you highlight this need to your fellow leaders.

Most of all, you are excited by the idea of working with PSJ's deeply committed staff and board toward a new way of responding to crime that advances racial justice, truly addresses the needs of both survivors of violence and people harmed by crime, eliminates overcriminalization and mass incarceration, and meets the real needs of communities and people impacted by the criminal justice system. You have experience in and a deep commitment to working with Black, Indigenous, Latinx, and other communities of color to integrate various perspectives into an organization's vision.

Director of Organizational Development Core Responsibilities

Organizational Development and Planning: Ensure PSJ's work is aligned between staff, board, and all areas of work within our mission, vision, values, and strategic goals.

- Coordinate and support strategic, organizational, and programmatic planning, implementation, and review efforts. Ensure activities are integrated between operations, finance, programs, fundraising, and communications.
- Partner with the Senior Leadership team to ensure that PSJ's vision is being communicated to all staff in ways that facilitate their engagement and investment.
- Create opportunities for PSJ to deepen our understanding and implementation of our racial justice and equity lenses. This includes operationalizing practices (i.e., hiring, policy development, etc.) using PSJ's racial justice and equity lenses.
- Collaborate with the Executive Director and Board Executive Committee to recruit, onboard, and support board members.

Human Resources and Workplace: Link PSJ's values, culture, and legal obligations into a beautiful symphony of staff satisfaction, strong organizational culture, and legal compliance.

- Lead staff recruitment, hiring, professional development, and performance evaluation in collaboration with PSJ Directors.
- Monitor staff morale and facilitate team building and staff development activities.
- Direct personnel benefits and staff compensation structures.
- Ensure compliance with employment law and employee handbook, and develop and implement HR policies and procedures. This includes aligning these structures with organizational values, goals, and long-term sustainability needs.
- Stay up to date on changing legal requirements and updates in the field.
- Serve as an ambassador for PSJ at community events, PSJ-hosted gatherings, and fundraising programs and events.

Operations Oversight: *Ensure PSJ has the organizational infrastructure, systems, processes, and resources needed to achieve PSJ's mission.*

- Supervise PSJ's Operations Manager to ensure smooth and supported operations related to technology, facilities, and office management.
- Oversee and monitor information, data, and administrative systems to ensure alignment with PSJ's values and programmatic and development needs.
- Oversee matters relating to facilities, major equipment acquisition and maintenance, and office lease agreements.
- Ensure the organizational health and long-term sustainability of PSJ with regard to Human Resources, Operations, and IT.
- Establish high quality working environments for all staff through the lens of operational effectiveness, staff well-being, and organizational cohesiveness.
- Secure and maintain appropriate insurance for PSJ and ensure compliance with all risk management policies and practices.
- Update and maintain corporate documents.
- Oversee board and staff meeting logistics and production of materials for meetings and retreats.
- Oversee legal compliance with rules governing 501c3s, 501c4s, and PACs.

Qualifications and Experience

We believe in personal and professional growth and transformation. These qualifications reflect the primary skills needed for this position, but it's not required that you have all of them right now. If you like to learn and grow and have most of these, please apply.

- ✓ Commitment to centering the experiences and needs of Black, Indigenous, Latinx, and other people of color who are crime survivors and/or have criminal histories to advance justice reform that promotes healing for all people impacted by crime and their communities.
- ✓ Excellent meeting facilitation skills and love of designing and leading planning processes. Comfortable leading a group through complex conversations.
- ✓ Deep experience with and understanding of nonprofit organizational structures, operations, and developmental cycles.
- ✓ Strong written and verbal communication skills. Demonstrated ability to understand complex legal rules and distill into information that is easy to understand.

- ✓ Comfortable moving from big picture planning to detailed implementation, often within the same meeting.
- ✓ Outstanding interpersonal skills with a demonstrated ability to work closely and effectively with people from different racial, cultural, and class backgrounds and across generations.
- ✓ Strong project management skills and commitment to follow through. Demonstrated ability to coordinate multiple projects simultaneously and effectively prioritize tasks.
- ✓ Collaborative nature with a high capacity for working effectively in a team setting, as well as the ability to self-motivate and self-direct.
- ✓ Training in or informal understanding of trauma-informed or healing centered approaches to working with others, as well as personal strategies that address the impacts of exposure to stories about trauma, systemic oppressions, and struggle.
- ✓ Knowledge, through work and/or lived experience, of the criminal justice system and its impact on crime survivors and people who have been convicted of crime a plus.

Compensation

The salary range for this position begins at \$57,750 and will be determined based on the successful candidate's experience. Excellent benefits package with full employee medical and dental insurance; flexible spending account (health care and dependent care); 4% of salary employer contribution to retirement investment account; and generous vacation, holiday, and sick leave.

How to Apply

Submit a current resume and cover letter (limit to 2 pages each) explaining your relevant experience and interest in this position. Position will remain open until filled. For fullest consideration, email your application by 5:00 pm (PST) on **Friday, August 19th, 2022**, to dod@safetyandjustice.org.

Questions about the position or application process? Contact Rebecca at rebecca@safetyandjustice.org.

PSJ is an equal opportunity employer committed to an inclusive, equitable, and multicultural work environment. We are stronger and more effective because of the different pathways that have led our team members to who they are today. Black, Indigenous, Latinx, and other people of color; people who are gender non-binary; people with disabilities; LGBTQ candidates; survivors of crime; and people who have been convicted of crime are encouraged to apply.