Manager of Criminal Justice Communications and Special Projects

Laura and John Arnold Foundation | New York, New York

POSTED MARCH 31, 2014

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**Background**

The Laura and John Arnold Foundation (LJAF) is a private foundation committed to producing substantial, widespread, and lasting changes to society that will maximize opportunity and minimize injustice.  The Foundation’s Criminal Justice Initiative is focused on innovative ways to use data, analytics, and technology to reduce crime, increase public safety, and ensure that the system operates as cost-effectively and fairly as possible. LJAF is headquartered in Houston, and its Criminal Justice Initiative is based in New York City.  For more information, visit[www.arnoldfoundation.org](http://www.arnoldfoundation.org/).

**Job Summary**

The Manager of Criminal Justice Communications and Special Projects will primarily be responsible for drafting documents regarding LJAF’s criminal justice work for both internal and external audiences. The Manager will also be responsible for staying up-to-date with LJAF’s criminal justice projects – as well as developments in the field generally – and performing research and other special projects for LJAF’s Vice President of Criminal Justice, to whom he or she will report.

**Responsibilities**

* Drafting communications materials for outside audiences, such as press releases, research summaries, presentations, op-eds, and website updates
* Drafting documents for LJAF’s Board and other members of the Criminal Justice team, such as funding proposals, issue briefs, research summaries, and annual reports
* Working with other members of the Criminal Justice team to identify ideas and opportunities for communications and publicity surrounding LJAF’s criminal justice projects
* Working on targeted strategic projects for LJAF’s Vice President of Criminal Justice

**Qualifications**

**Skills, Experience, and Abilities**

* Excellent oral and written communication skills
* A minimum of three years of work experience, preferably in a field involving significant amounts of writing or communications for varied audiences
* Ability to work simultaneously on multiple projects and meet deadlines
* Capacity to thrive in an entrepreneurial work environment
* Ability to understand and analyze complex policy and research questions
* Excellent analytical ability
* Ability to overcome unforeseen obstacles and see projects through to completion
* Ability to work both collaboratively and independently
* Strong self-motivation
* Flexible and adaptable

**Compensation**

Competitive salary and benefits package based on qualifications

## How to Apply

**To Apply:**If interested in this position, please send a resume, cover letter, and two writing samples to rgrieco@arnoldfoundation.org.  In the subject line of the email, please indicate that the application is for the position of Manager of Criminal Justice Communications and Special Projects. **The deadline for applications is April 7, 2014.**