



# Center for Effective Public Policy

## Senior Manager Position Announcement (Community Supervision Resource Center)

### DESCRIPTION

The [Center for Effective Public Policy \(CEPP\)](#) is dedicated to creating a world where justice means strong, healthy communities for everyone. For over 40 years, we have worked collaboratively with criminal justice system professionals and communities to facilitate equitable, systemic, and sustainable change.

CEPP's work focuses on improving outcomes for people on community supervision; reimagining justice solutions and reducing reliance on incarceration; addressing gender equity and other populations with unique needs; and advancing system change through training, resources, and collaboration with community partners. We centered collaboration, compassion, equity, integrity, respect, and inclusivity as core organizational values. Our team members have varied experiences and a deep understanding of the criminal legal system and justice-related issues, gender and racial equity strategies, and community building. We foster a supportive environment that values diversity of thought, experience, and education. Our office is in the greater D.C. area, but our staff members work from their home-based locations around the country.

CEPP seeks to add to our team a full-time (remotely located) Senior Manager with deep experience in **probation supervision**. The Senior Manager will support CEPP's newest initiative: the [Community Supervision Resource Center \(CSRC\)](#). Funded by the U.S. Department of Justice, Bureau of Justice Assistance, the CSRC will serve as a centralized hub for issues surrounding pretrial, probation, and parole supervision. Through this project, CEPP and our project partners will promote better outcomes for people under community supervision by synthesizing and translating emerging research on supervision strategies, delivering trainings and webinars, developing resources for the field, and providing technical assistance. The new Senior Manager will complement existing staff who have expertise in pretrial services, parole supervision, community engagement, and racial equity.

### JOB RESPONSIBILITIES

This is a unique opportunity to shape and manage a new and invaluable national resource for the community supervision field. This person will co-create a vision for the CSRC, build a community of



practitioners committed to advancing innovative and successful community supervision practices, deliver training and technical assistance, and develop accessible and actionable resources for the field.

Our new Senior Manager will:

- Contribute substantive expertise on the topic of probation supervision to the CSRC team.
- Collaborate with staff and external partners on developing and delivering engaging and interactive virtual and in-person training curricula.
- Deliver technical assistance to agencies with a focus on community supervision, including but not limited to: assessing an agency's supervision practices and policies; using data to guide practice and change; identifying areas to make improvements; and helping to implement new programs or policies.
- Develop and contribute to new written products, including policy briefs, technical assistance tools, training materials, and newsletters.
- Organize and facilitate ongoing project meetings and workgroups.
- Remain informed on evidence-based practices and innovative new approaches in community supervision and use that knowledge to inform project activities.
- Collaborate with multiple project partners, including other non-profit and community-based organizations, funders, and subcontractors.
- Collaborate with the Project Directors and manage staff to ensure the successful advancement of project activities.
- Develop progress and other interim reports for funders.

## QUALIFICATIONS

- Bachelor's degree is required; advanced degree is preferred.
- Ten or more years of experience working in the criminal justice system with at least five years in probation supervision specifically.
- Commitment to policies and practices that support people under supervision and their communities.
- Deep familiarity and/or field experience with research, policy, and best practice related to probation supervision.
- Commitment to innovation and incorporating new ideas and models into current practice.
- Experience in developing and delivering community supervision training preferred.
- Experience with delivering technical assistance to and/or coaching community supervision agencies and practitioners preferred.
- Ability to work under pressure and manage competing priorities and deadlines.



- Highly collegial attitude and adept at working in a collaborative environment.
- Willingness to work independently and flourish in a virtual work environment.
- Experience with Microsoft Office Suite required. Experience with Google Suite and Zoom preferred.
- Willingness to travel occasionally as needed.

## COMPENSATION

\$125,000 - \$140,000, with excellent benefits.

## HOW TO APPLY

Please submit a cover letter, resume, and two original, professional writing and/or work samples (indicating the role(s) you played in developing these resources) to Leilah Gilligan, Director, at [lgilligan@cepp.com](mailto:lgilligan@cepp.com). Please write Senior Manager in the subject heading. Cover letters should summarize your experience and explain why you are interested in joining our team. **Applications received by November 22, 2023 will receive priority consideration.**

*CEPP is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior involvement in the criminal justice system, citizenship status, current employment status, or caregiver status. CEPP values diverse experiences, including with regard to educational background and justice system contact, and depends on a diverse staff to carry out its mission.*