



**Position Title:** Criminal Justice Policy Manager

**Reports to:** Chief of Policy Staff

**Position Summary:** The Criminal Justice Policy Manager, under the direction of the Chief of Policy Staff, oversees a portfolio of criminal justice-related policy research and legislative advocacy for the organization. The Policy Manager also co-leads our Community Justice Coalition, composed of organizations working to reform our criminal legal system, which includes recruiting, training, and maintaining relationships with coalition members.

**Roles & Responsibilities:**

Policy, Advocacy and Organizing

- Serve as a criminal justice policy expert for Empower Missouri, including keeping up-to-date on new data and policy recommendations.
- Amplify Empower Missouri's power in the Missouri Capitol Building through cultivation of relationships with key legislative and executive branch elected officials and their staff members.
- Research evidence-based best practices on our priority issues and produce content that may be used on our communication platforms.
- Oversee a portfolio of criminal legal system policy issues, including:
  - Passing legislation to automate expungement of many criminal records.
  - Improving parole eligibility
  - Remove barriers to housing for previously incarcerated individuals
  - Establish a DOC Oversight Committee in pursuit of better conditions for residents and correctional officers alike.
- Co-lead our statewide Community Justice Coalition, including:
  - Keeping national partner relationships active and engaged
  - Using data from national partners in advocacy efforts across the state
  - Connecting with Missouri organizations who engage in criminal legal system work and/or re-entry services and steward them to be a part of the coalition
  - Convene calls and meetings of the coalition
  - Represent Empower Missouri at appropriate meetings or events related to criminal justice reform
- Attend national level meetings related to criminal justice reform



### Organizational Stewardship

- Contributes to grant-writing and grant-reporting processes for proposals related to criminal justice reform and collaborates on additional grants as requested.
- Assist with fundraising & donor stewardship as requested
- Serve as a spokesperson to the media on issues related to criminal justice reform
- Work with policy & advocacy team to organize advocacy days at the capitol and our annual Anti-Poverty Advocacy Summit
- Supervise interns
- Other duties as assigned

### **Knowledge, Skills, and Abilities:**

- Deep knowledge of and passion for national and statewide criminal justice reform efforts
- Strong leadership, planning and organizational skills
- Excellent coalition-building and relationship-building skills
- Ability to manage multiple tasks simultaneously and shift priorities as needed
- Clear verbal and written communication skills
- Demonstrated research, analytical and problem-solving skills

### **Desired Education and Experience:**

- Minimum of three years of public policy, advocacy, or organizing experience, preferably in Missouri
- Previous experience specifically working in criminal justice reform is highly preferred.
- Empower Missouri is open to a wide range of educational and professional backgrounds. Competency, passion, and experience are more important than formal education, although we certainly welcome those with formal education credentials to apply.
- Preference will be given to applicants with personal experiences with the criminal legal system.

**Salary Range and Benefits:** \$50,000-\$60,000 starting salary with annual opportunities for merit-based and cost-of-living raises; health, life, dental and vision insurance; generous PTO policy, paid holidays, and retirement plan

**Location of Position:** This position can be based anywhere in Missouri, with anticipated 30% travel in-state, particularly to Jefferson City.

**To apply:** Submit cover letter, resume, and list of three references to [jobs@empowermissouri.org](mailto:jobs@empowermissouri.org). Priority application deadline is September 6, 2024. Applications will be accepted and reviewed on a rolling basis until the position is filled.