



## **Job Specifications -- EXECUTIVE DIRECTOR, CRIME RESEARCH GROUP**

The Board of Directors of the Crime Research Group (CRG) is seeking an Executive Director with a background in criminal justice and non-profit management to lead our organization's advancement as we move toward expanding our work's impact and relevance.

The Executive Director will be charged with managing staff's work on multiple research projects, securing future grants and other funding, as well as maintaining and establishing working relationships with funders, partners, and stakeholders. Enthusiasm and commitment for collaboration with practitioners and external researchers is indispensable. Excellent verbal, written, editorial, and public presentation skills are essential. Other desired skills include: working with a Board of Directors, grant proposal development, meeting planning, and staff management.

### **About CRG**

For eight years, CRG has served as the State Statistical Analysis Center (SAC) for crime and criminal justice related research in Vermont. SAC work involves development and facilitation of collaborative research, policy leadership, grant submissions, performance monitoring, and stakeholder relationships. CRG conducts research and evaluation on topics such as sentencing practices, domestic violence, human trafficking, child welfare, substance abuse, and mental health.

CRG is proud to serve the people of Vermont. Our offices have been virtual since inception. However, because of responsibilities related to the Legislature and with stakeholders, the Executive Director is expected to live in Vermont and have reliable transportation. CRG employs four respected and effective staff who are adept at working autonomously or as a team, as projects require.

We've crafted the preferred requirements carefully to be more inclusive in defining what "qualified" means, to ensure we are not falling into the common trap of equating prestige/power/privilege with potential for success. We want interested and exciting candidates and will take a holistic approach to our hiring process.

The CRG employment package offers a competitive salary and benefits package. It includes medical benefits, retirement benefits, and paid time off. Salary is commensurate with experience.

### **How to Apply**

Send a cover letter, resume, two writing samples (grant writing sample preferred), and names with contact information for three references to [robin@crgvt.org](mailto:robin@crgvt.org). Applications close June 15, 2022.

### **Job Duties and Responsibilities**

- Manage and coordinate contracts, data sharing agreements, grant submissions, data requests, and technical assistance.
- Develop project plans and write proposals including completion of all administrative grant materials (narrative, timeline, budget, etc.).
- Ensure compliance with all national and federal requirements including, but not limited to, the development and submission of the annual Bureau of Justice Statistics, State Justice Statistics Program grant proposal.
- Ensure a steady revenue stream to maintain and ensure that sufficient staffing, data, hardware, and software resources are available to complete assignments.
- Ensure effective communication within the organization through email, conference calls, and staff meetings.
- Maintain a staff of competent employees by working to recruit, select, orient, and train employees; maintain a legal work environment; and develop staff development opportunities.
- Responsible for purchasing, payroll, accounting systems, and all financial and progress reporting.
- Maintain professional and technical knowledge by attending trainings and meetings; reviewing professional publications; establishing personal networks; and participating in professional organizations.
- Serve as CRG's secretary for the Board of Directors and liaison with the Governor, Legislature, the Department of Public Safety, criminal justice agencies, statewide associations, and other stakeholders.

### **Preferred Qualifications and Experience**

- J.D. or Master's degree in a social science, statistics, or related field or discipline.
- Experience producing policy and research reports.
- Ability to communicate complex data and analyses effectively to diverse audiences.
- At least three years' experience working in criminal or juvenile justice agencies or justice research.
- At least three years' management experience which includes supervision and financial responsibilities.

- Experience submitting, monitoring, or administering one or more research grants in relevant policy areas.