



**POSITION:** Senior Policy Fellow- New Orleans Alliance for Equity and Justice

**JOB TYPE:** Full time, Exempt

**REPORTS TO:** Deputy Director of Programs (DD)

**LOCATION:** New Orleans, Louisiana

### **PROJECT DESCRIPTION**

The New Orleans Alliance for Equity and Justice (The Alliance or NOAEJ), a project of the Foundation for Louisiana, seeks a Senior Policy Fellow to facilitate and coordinate a campaign to end the judicial system's practice of using bail, fines, and fees in the city of New Orleans. The Alliance is comprised of individuals, practitioners, and non-profit organizations that have shared values and analyses about the opportunity to eradicate the use of bail, fines, and fees as a means of strengthening families, improving justice outcomes, and increasing community safety. The duration of the position is two years.

### **POSITION SUMMARY**

The Senior Policy Fellow is seasoned campaigner and effective leader responsible for developing and sustaining operational infrastructure for the Alliance. This position is responsible for managing the Alliance's campaign by coordinating the NOAEJ action teams, implementing the NOAEJ strategic framework, supporting grant making and evaluation, and researching and documenting practices.

### **KEY RESPONSIBILITIES**

#### **Issues Campaign Management and Evaluation (40%)**

- Lead the implementation of NOAEJ's strategic campaign, working closely with partners and allies, to meet the Alliance's goals as reflected in the strategic framework.
- Engage policy makers, advocates, and practitioners on issues relevant to the Alliance's objectives.
- Conduct research on promising and best practices to help inform program design, development and implementation
- Develop and lead continuous evaluation efforts, ensuring clear metrics, data collection and analysis, program evaluation and reporting.

#### **Planning and Operations (30%)**

- Manage the NOAEJ program budget and work with senior staff and advisory committees in making investment decisions that help advance the foundation's goals.
- As necessary, support supervision to staff and/or consultants hired to support the NOAEJ
- Supervise the management of grant deliverables and reporting for outgoing grants
- Support Deputy Director in managing grant obligations, deadlines and commitments for incoming grants, including the production of narrative and final reports to funders with senior staff approval.
- Oversee planning and execution of program meetings, including team meetings and check-ins with staff members and/or consultants.

#### **Fund Development (20%)**

- Represent FFL at local and national meetings to increase institutional visibility and leadership as needed, particularly at funders' convenings, while helping FFL achieve its strategic goals to improve the philanthropic sector's equity practice- particularly in the South.

### **Communications (10%)**

- Work with FFL's communications team and senior staff to develop and implement a communications practice to keep all stakeholders and partners informed of the Foundation's criminal justice work and NOAEJ
- Disseminate relevant information, analysis, and communications tools to FFL partners and allies.
- Network and outreach to local, regional, and national actors to seek their collaboration in support of program and objectives

### **REQUIRED SKILLS**

- Experience developing and implementing issue-based campaigns to create lasting social change
- Superb facilitation skills with a clear approach to build consensus and address conflict
- Three to five years of project management experience designing and implementing processes and practices with diverse stakeholders, addressing their challenges and developing equitable solutions
- Three or more years of experience in policy reform or advocacy at the federal, state or local level in criminal justice reform
- Self-awareness of how personal identities and knowledge of anti-bias and anti-racism frameworks impact facilitation, work development, and coalition building
- Excellent research, writing and public speaking skills
- A demonstrated ability to develop and maintain strong relationships and partnership with grassroots coalitions, community members/leaders, public sector partners and media.
- A demonstrated ability to think and plan strategically, including an ability to lead and manage complex policy reform efforts involving multiple issues and parties
- Ability to work under tight deadlines and pressure
- High level of organization and attention to detail
- Experience writing grant proposals and supporting fundraising campaign
- Team player; work well with groups and independently

### **SALARY AND BENEFITS**

- Salary starts at \$60,000 and depends on experience.
- Generous benefits package includes: 100% employer-paid medical, dental, and vision premiums; up to \$50,000 employer-paid life insurance; and a 403(b) employer match.
- Generous PTO package includes: Vacation (120 hours/year) and Sick Leave (5 days/year).

### **HOW TO APPLY**

Interested candidates should submit a cover letter highlighting relevant experience and a recent resumé to [admin@foundationforlouisiana.org](mailto:admin@foundationforlouisiana.org) by **Friday, May 24, 2019**. No phone calls please.

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