

**Urban Labs Title:** Associate Director, Crime Lab New York  
**Desired Start Date:** ASAP

## Who We Are

Crime Lab New York (CLNY) is an independent, non-profit research organization that generates rigorous, objective, scientific evidence to help reduce crime, violence and the collateral costs of the criminal justice system. Crime Lab gathers experts from around the nation, spanning disciplines, to develop data-driven approaches to fundamental societal problems. Using data provided by our partners in city government, Crime Lab identifies and evaluates interventions that can be measured and replicated, to help guide the best use of public resources to reduce violence. CLNY employs innovations in natural experimentation, randomized controlled trials, behavioral economics and machine learning to help identify and target interventions to help policymakers solve their most challenging problems and benefit New York's most disadvantaged citizens. For more information about the University of Chicago Crime Lab New York, go to [www.crimelabnewyork.org](http://www.crimelabnewyork.org).

Our model employs resources from the private sector to develop and test promising approaches to preventing crime free of charge for government agencies. The goal of this work is to identify the most effective and cost-effective public sector strategies using private sector funding. Since government spending will always vastly outstrip what philanthropists can devote to this problem, the way we believe will have the greatest impact is to help inform the public sector about how to optimally allocate public safety resources to fund strategies that work.

## The Role

The Crime Lab New York team is seeking an Associate Director who will support the Executive Director to execute strategic priorities, secure fundraising for research activities, communicate with internal and external stakeholders, build relationships with new and existing partners identify and resolve obstacles. The Associate Director will report to the Executive Director and work collaboratively with research staff in New York and Chicago.

## Responsibilities:

- Supports fundraising efforts for Crime Lab New York, including identifying opportunities consistent with Crime Lab priorities, conceptualizing, and preparing and presenting proposals for support for Crime Lab New York
- Serves as a liaison for external relationships relating to Crime and EducationLabs' research and represents the Lab at appropriate functions to publicize the organizations activities and garner new opportunities
- Builds relationships with Foundations and prospective donors and partners through meetings, events, and other regular correspondence, and maintains knowledge of current trends in the non-profit and foundation fields
- Conceptualizes communications and outreach activities to promote, cultivate and recognize donors

Page 2 of 3

- Supports the Executive Director with the execution of the strategic plan, facilitates communication across the Lab, and helps to identify and resolve obstacles to achieve strategic goals
- Supports research managers to troubleshoot issues with projects and to communicate with research partners and funders, and provides training and development support to research managers
- Prepares presentations, research reports, project updates, briefs, funding proposals, and other communications for internal and external audiences
- Responds to media inquiries as appropriate and oversees efforts aimed at increasing the visibility of the Crime and Education Lab
- Works with Talent Manager to help recruit and interview potential candidates, and promotes the development of the Crime and Education Lab organizational culture
- Other duties as assigned

**Competencies:**

- Unwavering commitment to rigorous research-based evaluation
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Excellent written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Excellence in organizational management with the ability to manage and mentor staff, set and achieve strategic objectives, and manage a budget
- High attention to detail and follow-up, and excellent organizational skills required.
- Ability to work effectively in collaboration with diverse groups of people
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- A passion for, and working knowledge of, social and criminal justice
- Integrity, positive attitude, mission-driven, and self-directed
- Willingness and ability to occasionally work evenings and weekends and travel required

**Education**

- Bachelor's degree in economics, public policy, statistics, communications, journalism or another relevant field required; master's degree preferred.

**Experience**

- A minimum of five years of relevant experience required, including work related to education or criminal justice at a foundation, government agency, non-profit organization or university

Page 3 of 3

- Supervisory experience required
- Fundraising experience required, including experience writing grants, cultivating and tracking donors, identifying funding prospects.
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**To Apply:**

Submit resume, cover letter, writing sample, and unofficial transcript from the highest degree program received to <https://uchicago.wd5.myworkdayjobs.com/External>, requisition **JR00676**.

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