Job Title: Program Director, CVI Leadership Academy
Reporting To: Director, CVI Leadership Academy
Job Requisition: JR23145
Projected Start Date: ASAP

Who We Are

In cities across the country, people face high rates of gun violence, under-resourced schools, and social harms associated with the criminal justice system -- all of which disproportionately impact people of color. These inequalities have profound consequences on public safety and opportunity. As a society we have failed to address these challenges, in part, because of our lack of understanding of the most effective and cost-effective solutions that can have a real impact on people’s lives. We believe that rigorous research can help.

The University of Chicago Crime Lab and Education Lab partner with cities and communities to use data and rigorous research to design, test, and scale programs and policies that enhance public safety, improve educational outcomes, and advance justice. Our mission is to combine world-class data science and research, in partnership with government agencies, to substantially improve the effectiveness of the public sector and achieve impact at scale.

To learn more about the Crime Lab and Education Lab, visit https://urbanlabs.uchicago.edu/labs/crime.

The Role

The University of Chicago Crime Lab is seeking an experienced Program Director who can support the launch of the Community Violence Intervention Leadership Academy (CVILA). The Program Director will work closely with the Director of the CVILA and other members of the organization’s leadership team to ensure the success of this new initiative. The Program Director will provide strategic planning and fundraising support and be responsible for the program implementation of the CVILA. We seek applicants who have extensive program administration experience, as well as experience in strategic decision-making and organizational leadership.

Duties and Responsibilities

- Help guide the implementation of a programmatic strategy for the CVI Leadership Academy, including a staffing and operations plan, in partnership with the Director of the CVI Leadership Academy and other Crime Lab senior leadership.
- Cultivate and steward relationships with various stakeholders, including researchers,
academics, donors, community violence practitioners, public sector, and nonprofit partners.

- Supervise CVILA program staff to ensure effective execution of program goals and benchmarks.
- Recruit and oversee the work of project subcontractors to ensure a high standard of work and timely completion of deliverables.
- Help identify CVILA cohort participants.
- Provide logistical support to CVILA cohort participants to make sure they have an exemplary student experience.
- Perform other related work as needed.

**Education**

Bachelor’s degree, preferably in the communications, public relations, social science, or another related field.

**Experience**

- Experience designing, implementing, and managing projects in the non-profit or public sector preferred.
- Ability to simultaneously manage multiple projects with tight deadlines preferred.
- Superior written and verbal communications skills.
- Ability to work across and within teams and manage a diverse group of employees with different skill sets and job responsibilities preferred.
- Experience with program design and implementation work in the nonprofit and/or public sector, as well as public affairs, communications and/or media relations experience in public policy, political, or non-profit organizations preferred.
- Proven success working in the crime/violence policy sphere, particularly in the area of gun crime preferred.
- Experience working with law enforcement and community violence intervention groups preferred.

**Competencies**

- Designing, implementing, and managing projects in the non-profit or public sector.
- Developing and executing communications plans.
- Proven success working in the crime/violence policy sphere, particularly in the area of gun crime.
- Ability to simultaneously manage multiple projects with tight deadlines, including flexibly and quickly responding to unanticipated public affairs and communications issues.
- Superior written and verbal communications skills.
- Ability to work across and within teams and manage a diverse group of employees with different skill sets and job responsibilities.
- Working with law enforcement and community violence intervention groups.
To Apply

We seek a diverse pool of applicants who wish to join an academic community that places the highest value on rigorous inquiry and encourages a diversity of perspectives, experiences, groups of individuals, and ideas to inform and stimulate intellectual challenge, engagement, and exchange.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.

The University of Chicago is an Affirmative Action / Equal Opportunity / Disabled / Veterans Employer.

Please submit a resume, cover letter, and reference contact information to UChicago’s Workday system. Within the Workday system, this listing can be found by the position title or by the requisition number, **JR23145**.

If you have an active UChicago Workday account, you will need to complete the Internal Candidate application process. Simply log in to Workday and select the career worklet to begin.

External candidates should apply at [https://uchicago.wd5.myworkdayjobs.com/External](https://uchicago.wd5.myworkdayjobs.com/External).

If you have questions about the Workday system, please contact our Shared Services department at [https://services.uchicago.edu](https://services.uchicago.edu)

Job seekers in need of a reasonable accommodation to complete the application process may contact the Shared Services Office by calling 773-702-5800 or by emailing sharedservices@uchicago.edu with their request.