



## Director of Advocacy Job Description

### Position Overview

The Chicago Community Bond Fund is seeking a Director of Advocacy to join an active, grassroots effort to end the use of money bond and pretrial incarceration in Cook County and Illinois. The Director of Advocacy will work with CCBF's staff, volunteers, and partners in the Coalition to End Money Bond to advance a campaign for pretrial justice in 2021 and beyond. This is a unique opportunity to work in a young and energetic organization making significant progress in local and statewide criminal justice reform.

This is a mid-level position best suited for candidates with experience designing and executing criminal legal system reform campaigns from an abolitionist perspective. Prior experience supervising staff is required. The candidates best suited to this role will have intermediate policy experience and a history of organizing alongside and within communities most impacted by mass incarceration.

### Responsibilities

#### *Coalition to End Money Bond (CEMB) (40%)*

- Develop and maintain a deep understanding of local and national bond reform efforts;
- Oversee CCBF's contributions to the Coalition to End Money Bond (CEMB) and Illinois Network for Pretrial Justice (INPJ);
  - Supervise Policy Analyst, Advocate, and CEMB Campaign Coordinator as they lead CCBF's contributions to the Coalition and Network;
  - Represent CCBF in meetings with legislators and other policymakers, community groups, and other stakeholders;
  - Participate in Coalition general and committee meetings, provide policy and/or organizing expertise as needed;
- Develop and maintain positive and strategic relationships with organizations within CEMB and other advocacy partners.

#### *CCBF Education & Advocacy (40%)*

- Responsible for project management and the day-to-day execution of CCBF's advocacy work, including:
  - Assist with editing CCBF's communications, including but not limited to newsletters, blog posts, and reports;
  - Provide expertise in planning direct actions and other events;
  - Speak publicly on behalf of CCBF at panels, workshops, and other events;
  - Track and evaluate progress of campaigns and other program efforts;
  - Partner with the Director of Programs to recruit and manage volunteers;

- Support the leadership development of people who CCBF has bonded out and their family members

#### *Program Staff Supervision (10%)*

- Delegate tasks and responsibilities to direct reports;
- Participate in weekly supervisory meetings with direct reports;
- Approve and oversee the implementation of direct reports' 6-month work plans;
- Track performance of direct reports and keep progress records, including successes and challenges;
- Work collaboratively with CCBF's executive leadership to identify and provide tools for staff's professional development.

#### *Organizational Management (10%)*

- Collaborate with CCBF's executive leadership to oversee all program and campaign strategies, decision-making, management, and evaluation;
- Coordinate with CCBF's executive leadership regarding other areas of CCBF's work as needed, such as fundraising;
- Fulfill miscellaneous administrative duties as needed.

#### **Requirements**

- Five years or more of full-time professional experience, including significant experience in at least one of the following areas: community organizing, communications, legal advocacy, lobbying, or working with formerly incarcerated individuals and communities;
- Three years or more of experience working with a grassroots criminal legal system reform effort;
- Three years or more of experience managing or leading a team;
- Experience leading or co-leading at least one policy change campaign or initiative on local or state level;
- Ability to evaluate and explain statutes, court rules, and other legal documents;
- Excellent writing and public speaking skills;
- Ability to work collaboratively and respectfully and the ability to address obstacles and/or resolve conflicts;
- Ability to work efficiently and effectively under pressure; and
- A commitment to criminal legal system reform and prison abolition.

#### **Preferred Qualifications**

- Graduate degree in Public Policy or Public Administration, Social Work, Law, or relevant disciplines.

#### **Salary and Benefits**

CCBF's Director of Advocacy will be based in Cook County at CCBF's office at the Westside Justice Center, though CCBF is currently working remotely due to the COVID-19 pandemic. This is a full-time, salaried position with some evening and weekend hours

required. This position has a three-month introductory period. Anticipated base salary for this position is \$72,000 annually. Compensation includes Blue Cross Blue Shield health insurance, Beam dental and vision insurance, educational assistance, and generous paid time off policies. Start date is June 21, 2021 or as soon as possible thereafter.

**Supervises:** Policy Analyst, Campaign Coordinator, Advocate

**Reports to:** Executive Director

### **Application Process**

Please send your resume and a detailed cover letter explaining your interest in the position as a single PDF to [hiring@chicagobond.org](mailto: hiring@chicagobond.org) with "Director of Advocacy Application" in the subject line. Applications will be accepted and reviewed on a rolling basis, but candidates are encouraged to apply by Monday, May 10, 2021 for priority consideration. This position is open until filled.

CCBF is an equal opportunity employer. Black, Indigenous, Latinx, and other People of Color, women, LGBTQI-GNC people, formerly incarcerated and other people who have been directly impacted by criminalization are strongly encouraged to apply.