



# CHICAGO COMMUNITY BOND FUND

## **Position Overview**

Chicago Community Bond Fund (“CCBF”) is seeking a full-time Director of Programs. The Director of Programs has primary responsibility for managing CCBF’s revolving community bail fund. The Director of Programs will also work alongside CCBF’s other staff members and volunteers to develop the leadership of impacted communities, particularly people that CCBF has bonded out and their families.

This is a mid-level position, and prior experience supervising staff is required. Strong candidates should have robust work experience in community organizing, community-based advocacy, direct services, and/or non-profit management. This work history should clearly demonstrate a commitment to racial, social, and/or economic justice.

## **Responsibilities**

### *Revolving Fund (60%)*

- Manage CCBF’s revolving fund, including:
  - Oversee intake process and the payment of bonds in coordination with CCBF’s Revolving Fund team;
  - Ensure all digital, physical, and bookkeeping records are complete and accurate;
  - Oversee the troubleshooting of any issues throughout bond the payment process;
  - Respond to hotline calls, as needed;
  - Conduct intakes, as needed;
- Oversee post-release support efforts, including:
  - Manage the expansion of CCBF’s post-release support for people whose bonds have been paid by CCBF;
  - Identify gaps in resources and services requested by people whose bonds have been paid by CCBF;
  - Work with CCBF’s Executive Director to strengthen and build partnerships with service-based organizations
  - Develop the leadership in impacted communities, particularly people that CCBF has bonded out and their families;
- Contribute to legal support efforts for progressive social movements as appropriate;
- Oversee management of revolving fund volunteers, including orientation, meetings, and ongoing training.

### *Education & Advocacy (20%)*

- Partner with Director of Advocacy to recruit and manage volunteers;
- Speak publicly on behalf of CCBF at panels, workshops, and other events;



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- Collaborate with partner organizations and provide occasional trainings or outreach presentations.

## *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 record progress, 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;
- Three years or more of experience in program management;
- Three years or more of experience managing or leading a team;
- Additional experience in at least one of the following areas: direct services (especially hotlines), legal advocacy, community organizing, working with formerly incarcerated individuals and communities;
- Familiarity with Illinois criminal law and Cook County practice;
- Familiarity with database systems or willingness to learn;
- Moderate experience with Microsoft Excel;
- Comfort working in fast-paced environments;
- Ability to work collaboratively to troubleshoot issues as they arise; and
- A commitment to criminal legal system reform and prison abolition.

## **Preferred Qualifications**

- Experience designing and implementing hotline protocols;
- Graduate degree in Public Policy or Public Administration, Social Work, Law, or relevant disciplines



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## **Salary and Benefits**

CCBF's Director of Programs 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 position requires the ability and willingness to go into the office in person with a minimum of once per week. 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:** Staff Attorney, Intake Coordinator, Post-Release Support Coordinator

**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 [hire@chicagobond.org](mailto:hire@chicagobond.org). 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.