

City of Baltimore



Associate Director, Violence Reduction Programs

Mayor's Office of Criminal Justice

The City of Baltimore seeks a creative, dynamic, and results-oriented professional to serve as the Violence Reduction Programs Associate Director for the Mayor's Office of Criminal Justice (MOCJ). The Violence Reduction Programs Associate Director works collaboratively to identify proven, successful, evidence-based programs that are effective in reducing violence. The Violence Reduction Programs Associate Director collaborates with the Mayor and senior staff, public safety stakeholders, non-profits, foundations, advocacy groups, and other external stakeholders to implement violence reduction programming and initiatives. The Violence Reduction Programs Associate Director reports to the Director of MOCJ.

About the Mayor's Office of Criminal Justice

The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor on criminal justice matters, develops a strategy for ensuring the safety of all residents of Baltimore, and coordinates the operations of the justice system in the city. MOCJ articulates a vision for public safety in Baltimore, and coordinates with law enforcement and community partners in executing an effective strategy for improving safety. MOCJ collaborates with local, state, and federal criminal justice and law enforcement partners, as well as community-based organizations, service providers, and philanthropic organizations.

Responsibilities

The Violence Reduction Programs Associate Director's responsibilities include, but are not limited to:

- Convenes government and non-government stakeholders, including community and advocacy groups, to identify violence reduction priorities;
- Conducts research on violence reduction best practices in other cities;
- Identifies evidence-based programs and initiatives, both short-term and long-term, aimed at achieving reductions in violence in areas including but not limited to gun-related violence, juvenile related crime, domestic violence, and sexual assault;
- Evaluates and makes recommendations to the Director, Mayor, and senior staff regarding proposed violence reduction programs and initiatives;

- Builds and maintains partnerships with internal and external partners such as other city and state agencies, community organizations, advocacy groups, non-profit organizations, foundations, and private entities;
- Works collaboratively to identify proven, successful programs that are effective in addressing top-priority public safety concerns;
- Creates project delivery plans, including action steps and deadlines, to implement violence reduction programs and initiatives;
- Prioritizes programs and initiatives based on funding availability, works with in partnership with MOCJ grants function to identify new funding sources;
- Establishes performance metrics and tracking systems to ensure violence reduction programs and initiatives stay on course and are achieving desired outcomes;
- Regularly convenes program partners to review progress and outcomes of violence reduction programs and initiatives;
- Represents the Director and/or Mayor at meetings with stakeholders such as government agencies, non-profit organizations, and/or other external stakeholders;
- Briefs the Director, Mayor, and her senior team on progress in implementing programs and initiatives, and advises on potential improvements; and
- Produces memos, reports, and content for social and conventional media to summarize progress in implementing programs and initiatives.

Qualifications

The ideal candidate has demonstrated leadership in the civic sector and has experience working with and establishing credibility among a wide range of stakeholders, including local agencies, advocacy groups, and community organizations. The ideal candidate should have the following qualities:

- Thorough understanding of criminal justice issues, systems, and policies impacting public safety;
- Proven project management experience;
- Ability to establish and maintain effective working relationships with government agencies, law enforcement officials, government officials, community organizations, non-profit organizations, advocacy organizations, foundations, and other stakeholders;
- Well-organized with excellent written and verbal communication skills;
- The ability to develop, mentor, and motivate professional staff;
- A commitment to diversity, equity, and excellence;
- Political savvy and sensitivity to the interests of a wide range of stakeholder groups, strategic partners, elected officials, and administrative colleagues; and
- The ability to balance competing priorities, complex situations and tight deadlines.

Education & Experience

Education

Bachelor's degree from an accredited college or university. A graduate degree is highly desirable.

Experience

6-8 years of criminal justice or other civic sector experience. Exceptional project management skills. Proven record of designing successful programs.

Residency

Baltimore City residence is strongly preferred.

How to Apply

Salary negotiable and commensurate with experience and qualifications. Qualified applicants are encouraged to apply.

Resume and letter of interest including salary history and requirements should be emailed to talent.masters@baltimorecity.gov

Attention: Carvel Allen carvel.allen@baltimorecity.gov. Candidate finalist must successfully pass a criminal background investigation check and drug/alcohol screenings.

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