

The logo for Safe & Just Michigan features the text "Safe & Just" in a large, white, sans-serif font, with "Michigan" in a smaller, white, sans-serif font below it. The text is centered within a solid blue rectangular background.

Safe & Just Michigan

About Safe & Just Michigan

Safe & Just Michigan (SJM) advocates for evidence-based policies that reduce the harms of the criminal legal system and promote justice, community safety and healing. We advance evidence-based policies. SJM builds support for reform through research, public education, legislative advocacy and outreach to diverse communities and stakeholders.

Director of Policy Position Description

The director of policy leads SJM's policy advocacy work including overseeing our research, policy development, policy advocacy priorities, and advocacy strategies - both public-facing and legislative. This position reports to the executive director and supervises two SJM staff members.

This full-time position is headquartered in Lansing. The position is partially remote and requires a minimum of two to three days (weekly) in the office. Travel to Lansing is not reimbursable through SJM's personnel policy.

Responsibilities

- Develop and advance policy priorities and campaign strategies that align with SJM's strategic plan.
- Explain and promote the policy agenda with elected officials, staff, and other stakeholders.
- Mentor and guide SJM staff on policy interpretation and work in collaboration to advance effective communication and outreach strategies.
- Analyze, review, draft, and amend proposed legislation, and oversee the development of supporting advocacy materials such as talking points, issue briefs, bill summaries, fact sheets, and other materials, as needed. Ensure accuracy and political tone of the communication and advocacy materials.
- Analyze the Michigan budget to identify opportunities and challenges for SJM's objectives and prepare analyses for internal and external use.
- Work with SJM staff, external partners and consultants to advance the policy priorities and oppose policy initiatives that do not align with SJM's values. This includes working in broad coalitions of support and building relationships with organizations and individuals important to our legislative work.
- Collaborate with experts, thought leaders, and other individuals with relevant legal or policy expertise as necessary to address policy objectives or emerging issues.
- Create opportunities for external partners and constituents, especially those most harmed and least served by the justice system, to bring their insights and voices into the work of SJM.
- Track current state and national criminal justice policy developments, best practices, and/or research findings that may affect SJM's agenda.
- Identify data needs and develop information for the purpose of supporting policy initiatives and responding to inquiries and opposition messaging.
- Participate in SJM's hosted events and educational activities.
- Testify in committees (including testimony preparation) and assist in coordinating testimony by partners.
- Answer relevant questions from media, elected officials, allies, etc., and work with SJM communications staff and external partners to advance SJM's policy priorities in the media.
- Inform organizational strategy (including fundraising) from a policy and research perspective.
- Support the Executive Director in grant writing and reporting, as requested.

- Provide effective leadership and supervision to SJM's Senior Policy and Research Specialist and Senior Communications Specialist. This includes regular support, coaching, and guidance on assigned projects and goals.
- Other duties as assigned.

Qualifications

- **Knowledge of the criminal justice and legal system:** Must demonstrate a broad and deep understanding of Michigan's criminal law and criminal legal system, including the corrections system, sentencing and parole policy, and related policy areas like expungement where SJM has traditionally worked.
- **Knowledge of the legislative process:** Must demonstrate an understanding of the legislative process, and how advocacy organizations advance their goals through engagement with lawmakers, staff, and outside groups. Preference will be given to candidates demonstrating experience with the legislative, appropriations and budgeting process in Michigan.
- **Strong verbal and written communication skills:** We are seeking a natural communicator and collaborator who excels at working with others. Writing and editing skills that include close attention to detail and accuracy, as well as the ability to effectively communicate with a broad spectrum of audiences, from experts to lawmakers to the general public.
- **Project management skills:** Must have strong administrative skills and be self-motivated with the ability to set priorities, manage multiple tasks, and the ability to meet ambitious, measurable goals. A candidate will be adaptable under pressure and skilled at managing multiple priorities. Experience in planning, leading, and managing projects is preferred.
- **Passion for social justice:** Demonstrated passion for and commitment to advancing criminal justice reform in Michigan.

Compensation

Salary is based on experience and qualifications and is in the range of \$70,000 to \$75,000. Benefits include generous paid leave time, 14 paid holiday closures and the period between Christmas Day and New Year's Day, 403(b) retirement plan with up to 3 percent match, and a comprehensive health care package (medical, dental and vision insurance).

To Apply

To apply, email a cover letter expressing your interest in this position and qualifications, along with your resume, a brief (three to five pages) writing sample, and at least two professional references to kate@safeandjustmi.org.

The four above items, along with the completion of the below AcuMax survey (operated by an independent third party), is considered a complete application.

<https://app.acumaxindex.com/AssessmentRequest/Create?companyId=566&folderId=16047>

Please include "**Director of Policy**" in the subject line. Only applicants with a complete submission of the requested information will be considered.

SJM is seeking to fill this position as soon as possible and will conduct interviews of preferred candidates on a rolling basis as received.

Only applicants selected for interviews will be contacted. No phone calls, please.

Safe & Just Michigan considers all qualified applicants and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, prior record of arrest or conviction, citizenship status, current employment status, or military/veteran status in employment. Safe & Just Michigan values diverse experiences, including educational background and justice system involvement.