



POSITION ANNOUNCEMENT

CHALLENGING AND REWARDING OPPORTUNITY TO MAKE A DIFFERENCE IN JUVENILE AND FAMILY COURT SYSTEMS

Director, National Center for Juvenile Justice

Application Deadline: February 28, 2023

Salary Range: \$130,000 – \$158,000 per annum, DOE
FLSA Status: Exempt

The National Council of Juvenile and Family Court Judges (NCJFCJ), a national non-profit organization, is seeking applications to fill the position of **Director, National Center for Juvenile Justice (NCJJ)**. This position will build on the NCJFCJ's exceptional 86-year record of improving courts and systems practice and raising awareness of the core issues that impact the lives of many of our nation's children and families. As a leader in continuing education opportunities, research, publication development, technical assistance, and policy development in the field of juvenile and family justice, the NCJFCJ is unique in providing practice-based resources to jurisdictions and communities nationwide. View the NCJFCJ's current initiatives at: www.ncjfcj.org/about.

The mission of the NCJFCJ is to provide all judges, courts, and related agencies and practitioners involved with juvenile, family, and domestic violence cases with the knowledge and skills to improve the lives of the families and children who seek justice. The NCJFCJ values team members who are independent, creative, tenacious, resourceful, dependable, and passionate about their work. NCJFCJ team members work collaboratively in a team setting to achieve this mission.

The National Center for Juvenile Justice, NCJFCJ's research division, works toward effective justice for children and families through research and technical assistance. Research is a vital component of the NCJFCJ's efforts to improve the lives of children and families. Since its inception 50 years ago, the NCJJ (www.ncjj.org) has been a resource for statistics and independent and original research on topics related directly and indirectly to the field of juvenile justice. The NCJJ offers a collaborative work environment in a modern riverside location on Pittsburgh's rapidly developing South Side.

This full-time **Director, National Center for Juvenile Justice** position is located in Pittsburgh, PA. For more information on the Pittsburgh area please visit <https://www.visitpittsburgh.com>.

The successful candidate for the **Director, National Center for Juvenile Justice** position should be a strategic and dynamic leader with the ability to manage multiple projects and initiatives and maintain a working relationship with the Board of Directors as well as partners and other organizations.

The successful candidate for the **Director, National Center for Juvenile Justice** position will need the following skills:

- Ability to foster professional relationships within the organization and with partners

- Uphold the quality and integrity of the NCJJ's work, including a commitment to and knowledge of the work of juvenile and family courts and related research, teamwork, professionalism, effective communication, and commitment to staff development and diversity
- Design, manage, and direct research or technical assistance projects
- Provide strategic leadership for the direction and administration of research programs (e.g., strategic planning and organizing, personnel and staffing, budgeting, and fiduciary oversight)
- Target and develop diverse resources and funding streams necessary to financially support operations and projects (e.g., writing grant applications and developing funding proposals)
- Conduct data analysis using a variety of tools/methods (e.g., SPSS, R, NVivo, etc.)
- Conduct professional site visits and field work
- Prepare information dissemination materials, including written reports, infographics, and websites
- Provide consultation and technical assistance for juvenile justice, child welfare, and domestic violence practitioners
- Respond to inquiries from policy makers, justice professionals, and others concerning child dependency, juvenile justice, domestic violence, and the activities of juvenile and family courts nationwide
- Give presentations and represent the NCJFCJ at conferences and training sessions
- Translate current research to practice for juvenile and family law professionals

The key desirable and preferred requirements for this position include:

- Graduate degree from an accredited university in behavioral or social science or similar relevant areas of study (Ph.D. degree preferred)
- Minimum of 10 years of professional experience in child welfare, juvenile justice, and family court systems research, in a non-profit or public organization with sufficient ability and background to design and lead complex research projects and with demonstrated success in leadership, management, and development skills; or
- Equivalent combination of training, education, and experience in a relevant field
- Leadership experience in the juvenile justice field and in seeking grant/foundation funding; overseeing and managing research projects preferred
- Demonstrated record of peer-reviewed research/scholarly publications commensurate with career stage, and a demonstrated understanding of the peer-review process and strategies for meaningful dissemination of quality research to stakeholders
- Passion or preference for working in a non-profit or grant-funded environment

For more information regarding the work experience, educational requirements, and essential job functions, please refer to the **Director, National Center for Juvenile Justice** job description attached.

The NCJFCJ's current benefit package includes medical/dental/vision/prescription coverage for full-time employees and their dependents. Life insurance, and retirement savings plan with employer match after one year of employment. If you are a dynamic and professional individual who appreciates demanding yet gratifying work, we invite you to submit your completed application materials.

FOR FULL CONSIDERATION, applicants must submit the following:

- Tailored Letter of Interest
- Résumé or CV
- Writing Sample

~ NCJFCJ is proud to be an Equal Opportunity Employer ~

NATIONAL COUNCIL OF JUVENILE AND FAMILY COURT JUDGES POSITION DESCRIPTION

DIRECTOR OF THE NATIONAL CENTER FOR JUVENILE JUSTICE

Job Data	Pay Grade: LDR2 FLSA Status: Exempt Reports To: Chief Executive Officer Date: January 10, 2023
Job Summary	The Director of NCJJ serves as a key NCJFCJ leadership team member and an active participant in making strategic decisions affecting NCJJ overall operations, management, and development. Knowledge of research and the juvenile justice and child welfare systems, and domestic violence, as well as writing and leadership ability, are required.
<p><i>In the performance of their respective tasks and duties, <u>all employees</u> are expected to practice and apply the following principles:</i></p> <ul style="list-style-type: none"> • Grasp broad overview of the NCJFCJ and develop working knowledge of its programs and services • Follow organizational and departmental policies, procedures, protocols, and systems • Perform quality work, with or without direct supervision • Interact professionally and respectfully with all staff, members of the organization, public and private officials, faculty, partners, suppliers, local communities, and the general public • Work collaboratively and effectively with all members of the organization, whether as a team player, team leader, or individual contributor • Work independently while understanding the necessity for communicating and coordinating work efforts with managers, staff, and other organizations • Meet professional and work obligations through efficient work habits by meeting deadlines, honoring schedules, and coordinating resources in an effective and timely manner • Be self-motivated and highly responsive to individuals, staff, members, and the organization • Demonstrate independent decision-making, problem-solving, creative thinking, and analytical skills • Approach work with a positive attitude, sense of humor, and energy • Willingness to continuously learn and be flexible • Use discretion in managing sensitive, proprietary, or confidential information • Be responsible stewards of the organization's resources 	
<p>The following generally describes the essential functions, minimum education, experience, knowledge, skills, and abilities required to enter the job and to perform the responsibilities and duties of this position.</p>	
Essential Functions Required	<p>Essential functions and responsibilities may include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Uphold the quality and integrity of the NCJJ's work, including a commitment to and knowledge of the work of juvenile and family courts and related research, teamwork, professionalism, effective communication, and commitment to staff development and diversity • Design, manage, and direct research or technical assistance projects • Provide strategic leadership for the direction and administration of research programs (e.g., strategic planning and organizing, personnel and staffing, budgeting, and fiduciary oversight) • Target and develop diverse resources and funding streams necessary to financially support operations and projects (e.g., writing grant applications and developing funding proposals) • Conduct data analysis using a variety of tools/methods (e.g., SPSS, R, NVivo, etc.) • Conduct professional site visits and field work • Prepare information dissemination materials, including written reports, infographics, websites

JOB DESCRIPTION
DIRECTOR OF NATIONAL CENTER FOR JUVENILE JUSTICE

	<ul style="list-style-type: none"> • Provide consultation and technical assistance for juvenile justice, child welfare, and domestic violence practitioners • Respond to inquiries from policy makers, justice professionals, and others concerning child dependency, juvenile justice, domestic violence, and the activities of juvenile and family courts nationwide • Give presentations and represent NCJFCJ at conferences and training sessions • Translate current research to practice for juvenile and family law professionals • Communicate with project funders/grant monitors and outside researchers as required to accomplish project tasks • Work with NCJFCJ leadership to identify research needs • As part of the executive team, represent the organization with external constituency groups including community, governmental, and private organizations • Participate in NCJFCJ engagement with related associations, coalitions, and other organizations related to policy and advocacy to advance the organization’s policy objectives • In collaboration with the CEO, manage day-to-day operations • Work closely with the Board of Directors and NCJJ Advisory Committee, the Board of Fellows; serve on Board committees as required • Promote an open, inclusive work environment that emphasizes cooperation and teamwork; build trust while ensuring accountability • Implement and support diversity initiatives within functional area of responsibility • Dedicate ongoing attention to personal professional development; Keep abreast of and review current research in the field • Other duties as assigned*
<p>Education and Work Experience</p>	<ul style="list-style-type: none"> • Graduate degree from an accredited university in behavioral or social science or similar relevant areas of study (Ph.D. degree preferred) • Minimum of 10 years of professional experience in child welfare, juvenile justice, and family court systems research, in a non-profit or public organization with sufficient ability and background to design and lead complex research projects and with demonstrated success in leadership, management, and development skills; <i>or</i> • Equivalent combination of training, education, and experience in a relevant field • Leadership experience in the juvenile justice field and overseeing and managing research projects preferred • Passion or preference for working in a non-profit or grant-funded environment
<p>Knowledge, Skills, and Abilities (KSAs)</p>	<ul style="list-style-type: none"> • Demonstrated research competence (research design, implementation, and dissemination) • Demonstrated record of peer-reviewed research/scholarly publications commensurate with career stage, and a demonstrated understanding of the peer-review process and strategies for meaningful dissemination of quality research to stakeholders • Ability to translate research information to practice professionals to improve policy or practice • Organizational leadership experience to advance the vision, mission, and goals of the organization as demonstrated by: <ul style="list-style-type: none"> ○ Innovation, creativity, and fostering an environment that is supportive of the work ○ A flexible and adaptable leadership style and ability to positively impact strategic initiatives • Administrative, operations, and management skills and capabilities as evidenced by: <ul style="list-style-type: none"> ○ Project management: Overseeing, coordinating, and delegating responsibility to staff to complete projects in a timely, efficient, and effective manner • Development skills as demonstrated by securing grants and contracts from multiple sources • Knowledge of the juvenile justice and child welfare systems, and domestic violence, and related research • Knowledge of human subject privacy protections and data confidentiality strategies • Ability to manage files and maintain records in compliance with recordkeeping policies

JOB DESCRIPTION
DIRECTOR OF NATIONAL CENTER FOR JUVENILE JUSTICE

	<ul style="list-style-type: none"> • Strong, effective communication skills, both verbally and in writing, with ability to address a variety of audiences • Able to plan and carry work through to completion with accuracy and with strong emphasis on attention to detail and comfortably manage multiple tasks and projects utilizing time management and organization skills
<p>Supervisory Responsibilities and Requirements</p>	<p><i>Supervision of professional and support staff assigned to department or program requires effective leadership, team building, and staff motivation skills and includes:</i></p> <ul style="list-style-type: none"> • Hire new staff using organization’s talent acquisition guidelines (TAG) • Orient and train new staff • Assign, delegate, and oversee staff work duties • Evaluate performance through continuous feedback and using the organization’s performance management system • Review and approve time records and leave requests in compliance with NCJFCJ timekeeping policies and practices • Help staff address and resolve concerns or complaints • Provide development activities to staff through mentoring, motivation, coaching, and counseling • Establish and maintain effective team through team building activities • Address performance problems through corrective action and disciplinary process • Familiarity with all NCJFCJ policies • Basic knowledge or familiarity with federal and state employment law and regulations
<p>Physical Demands</p>	<ul style="list-style-type: none"> • Extended periods of sitting • Extended use of desktop/laptop computer and peripheral equipment • Read and analyze fine print for extended periods • Occasional stooping, standing, carrying • Occasional lifting, up to 50 lbs. (with assistance) <p>The physical demands of this position are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>
<p>Work Environment</p>	<ul style="list-style-type: none"> • Fast-paced, high-pressure, professional office environment • Evening, weekend, holiday, and overtime work may be required • Frequent travel, locally and nationally, may be required

****The statements herein are intended to describe the general nature and level of the position, but are not necessarily a complete list of responsibilities, duties, and skills required of employees so classified. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of the National Council of Juvenile and Family Court Judges. Furthermore, they do not establish a contract or implied contract for employment***