

**\*\*POSITION DESCRIPTION\*\***  
**THE PEW CHARITABLE TRUSTS**

**Senior Associate, Policy, Public Safety Performance Project**

The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life.

We are an independent nonprofit organization – the sole beneficiary of seven individual trusts established between 1948 and 1979 by two sons and two daughters of Sun Oil Company founder Joseph N. Pew and his wife, Mary Anderson Pew.

Our work lays the foundation for effective policy solutions by informing and engaging citizens, linking diverse interests to pursue common cause and insisting on tangible results. Our projects encourage efficient, responsive governments – at the local, state, national and international levels – serving the best interests of the people. We partner with a diverse range of donors, public and private organizations and concerned citizens who share our interest in fact-based solutions and goal-driven investments to improve society.

With offices in Philadelphia, Washington, DC, Brussels and London and staff in other regions of the United States as well as Australia, Pew provides an exciting learning environment and the opportunity to work with highly talented individuals. We are a dynamic, rapidly evolving organization that values creativity and innovative thinking and fosters strong teamwork with mutual respect.

**Government Performance:**

Government Performance (GP), an internal operating division of The Pew Charitable Trusts, identifies and advances effective policy approaches to critical issues. It researches emerging topics, develops data-driven reports, and highlights innovative approaches to complex problems. When the facts are clear, GP advocates for nonpartisan, pragmatic solutions.

GP initiatives focuses on six areas: (1) strengthening the economic well-being of America's families; (2) promoting fiscal health at the state, federal and local levels; (3) advancing innovative, data-driven state policy in targeted areas, such as corrections, elections, home visiting and children's dental health; (4) ensuring a safe food supply; (5) encouraging safety and innovation in drugs and medical devices; and (6) fostering cutting-edge biomedical research. GP makes use of the basic tools required to help explore and advance effective policies, regardless of the issue: credible, timely, and user-friendly research; assessments of public support for change; strategic outreach and dissemination to ensure that good information is widely communicated to decision-makers, media, influential stakeholders, and the public; the capacity to bring together diverse perspectives and find common ground; and the ability to identify and apply approaches that have proven successful elsewhere.

**Project Description**

The Public Safety Performance Project (PSPP) was launched in 2006 as an initiative of Pew. The project helps states advance fiscally sound, data-driven policies and practices in criminal and juvenile sentencing and corrections that protect public safety, hold offenders accountable and control costs.

**Position Overview**

Pew is seeking to hire a senior associate to focus on assistance to states interested in improving their juvenile disposition and commitment systems, while supporting the entire spectrum of activity under the project.

The ideal candidate will have an educational and employment background in public policy or a related field, knowledge of the juvenile justice system, and work experience undertaking projects involving many partners, complex issues and extensive writing and presentation.

This position, based in Pew's Washington, DC office, will report to a Manager, Policy, PSPP. It is expected that this position is for a term period through March 31, 2016, with the possibility of an extension pending the success of the program, funding sources and board decisions on continued support.

### **Responsibilities**

Reporting to a Manager, Policy, PSPP, and in consultation with colleagues across the project and Pew, the position will:

- Provide intensive juvenile justice assistance to states engaged with the project and its partners, including high-quality data analysis, development of evidence-based policy options, and effective policy maker and stakeholder education of proposed policies and practices.
- Facilitate working group and task force meetings with state leaders from the judicial, executive and legislative branches, and ensure input from juvenile justice stakeholders.
- Coordinate the activities of the project and external partners in the delivery of state assistance, including national and state-based stakeholder organizations and consultants.
- Assist in the development and implementation of legislative and communications strategies.
- Help conduct state assessments and make recommendations of states to receive assistance from the project.
- Assist in ensuring all state assistance components are well-coordinated and strategically focused.
- Assist in the production and dissemination of project and partner publications, including generating ideas for original research and publications, managing development of the ideas into viable publications, and drafting copy and graphics.
- Develop relationships with respected policy makers in the field and seek out potential partnerships to advance the project's agenda and expertise.
- Maintain and continue to develop an understanding of emerging juvenile justice issues by monitoring publications and participating in conferences, seminars and other professional development activities.
- Represent Pew at conferences, meetings, and other events, including preparing materials for distribution and making presentations.

### **Requirements**

- At least five years' experience in juvenile justice policy. Experience working with state policy makers, agency officials, researchers and other stakeholders strongly preferred.
- A bachelor's degree is required. Advanced degree in public policy or other relevant field strongly preferred.
- Demonstrated strong research and analytical skills applied to public policy issues, including the ability to synthesize and summarize large amounts of information and to focus quickly on the

essence of an issue.

- A keen understanding of the importance of rigorous, timely, and policy-relevant research, experience commissioning and managing such research, and disseminating it effectively to policy makers, the media, and the public.
- Experience convening groups of policy makers, practitioners, stakeholders, researchers and other constituencies, and supporting their efforts to develop consensus and move toward a desired outcome.
- Ability to communicate ideas, thoughts and concepts clearly and concisely and in a compelling way, both in writing and orally. A clear, effective writing and presentation style.
- Develops and moves complex projects forward with a high degree of independence within a creative, fast-paced, action-oriented and collegial environment. Demonstrated time- and project-management skills, including the ability to meet multiple deadlines by maintaining a high level of organization.
- Ability to think strategically and creatively, adjust to changing circumstances, organize time, remain attentive to details and identify resources for projects. Ability to establish a systematic course of action to ensure project completion.
- Acute political awareness and nonpartisan perspective and approach. Demonstrated ability to build relationships among individuals and organizations with a range of interests and perspectives.

**Compensation:**

We offer a competitive salary and excellent benefits package.

**Travel**

An average of one to two trips per month to perform work or assessments in states.

Pew is an equal opportunity employer.