



## **Milwaukee Community Justice Council Seeks New Council Director**

November 28, 2023

The [Milwaukee Community Justice Council](#) is now accepting applications for the position of Council Director. The Director will support the Council in planning, facilitating, and implementing system-wide improvement throughout Milwaukee's criminal justice system. The Director will serve at the pleasure of the Council's Executive Committee and will be administratively housed at the downtown Milwaukee office of the Wisconsin Policy Forum, a nonprofit, nonpartisan policy research organization, to ensure neutrality in serving all members of the Council. Qualified candidates must have strong leadership and management skills, a background in criminal justice, a proactive, entrepreneurial spirit, and the ability to facilitate progress and collaboration in an environment with many strong leaders.

Interested candidates should submit a resume and a cover letter outlining their qualifications and interest to Rob Henken, President of the Wisconsin Policy Forum, via e-mail at [rhenken@wispolicyforum.org](mailto:rhenken@wispolicyforum.org).

Applications will be accepted through December 19, 2023. A subcommittee comprised of members from the Council's Executive Committee will interview selected candidates and make a recommendation to the full Committee. The Council anticipates the new Director will assume the position in February 2024.

The Wisconsin Policy Forum is an Equal Opportunity Employer. Compensation will include a salary based on background/experience and a generous benefit package. The Director will serve under a renewable contract with future employment to be assessed based on performance and continued funding.

*The Wisconsin Policy Forum is a statewide nonpartisan, independent policy research organization that conducts impartial public policy research and analyses of critical policy issues affecting local governments, school districts, and the state of Wisconsin. The Forum does not advocate on behalf of specific policies.*



## Responsibilities of the Milwaukee Community Justice Council Director

The mission of the Milwaukee Community Justice Council is to work collaboratively to ensure a fair, efficient, and effective justice system that enhances public safety and quality of life in our community. Created in 2007 and comprised of local criminal justice agencies and local governments, the Justice Council functions as an independent entity governed by key justice system leaders that are empowered to define broad justice system goals, monitor/analyze justice system performance, facilitate collaboration among justice system agencies, provide technical assistance and research, and act as a conduit between the justice system and the larger community. The Council is governed by an Executive Committee that is chaired by the Milwaukee County Circuit Court Chief Judge and consists of numerous government officials and community leaders, including the County Executive, the Sheriff, the District Attorney, a member of the County Board, the Mayor of Milwaukee, the City of Milwaukee Chief of Police, and the State of Wisconsin First Assistant Public Defender ([see complete list here](#)).

Much of the Council's work is accomplished through interagency committees and working groups. Committees include the Data Analysis & Information Committee, Jail & Huber Utilization Committee, Mental Health Committee, and the Community Engagement Committee, among others. For more information, visit the Council's website at <http://milwaukee.gov/cjc>.

### Position Description:

The Justice Council is seeking a full-time Director who, under the guidance of the CJC's Executive Committee, is responsible for nurturing, directing, and facilitating the efforts of the Council in planning and implementing system-wide improvement throughout Milwaukee County's criminal justice system.

The Council's Director works with key justice system leaders and cultivates collaboration among justice system agencies at the local and state levels. The incoming Director will be responsible for steering the Council's policy agenda and substantive strategy. These efforts will include seeking commitment, cooperation, and participation in strategic planning for the future direction of the Council and oversight of efforts to accomplish changes in the system. This will require meeting and coordinating with groups within the public safety arena and the larger community to implement the policy goals of the Council.

The Director, under the direction of the Executive Committee, is expected to:

- Ensure that the Justice Council sustains and advances on the progress that it has made since its founding in 2007 in pursuing its mission of working collaboratively to ensure a fair, efficient, and effective justice system that enhances public safety and quality of life in our community
- Facilitate collaboration of the members of the Council in promoting the effective and efficient administration of programs in the criminal justice system
- Actively direct the work of the Council's Standing Committees and working groups
- Take an active role in the development of policy initiatives of the Council and assume responsibility for the enactment of the initiatives
- Provide consistent and clear communication between the Council's Standing Committees and the Executive Committee
- Consult with local, state, and national experts on evidence-based initiatives to improve the criminal justice system

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- Act as a liaison with other community justice councils (criminal justice coordinating councils) and networks
- Coordinate the planning and implementation of Council initiatives and activities
- Research and analyze critical issues identified by the Council
- Recommend programmatic, policy, procedural, or legislative changes based on the analysis of data, opinion surveys, and summary or historical research
- Promote, evaluate, and facilitate community and stakeholder involvement
- Advise decision-makers on policy issues, strategic initiatives, and innovative programs
- Research and analyze new programs, prepare alternatives and recommendations
- Prepare RFPs and manage purchase of service contracts
- Develop and recommend program performance standards
- Evaluate program performance to identify success and make recommendations on changes for improvements where necessary
- Coordinate the development of a strategic plan for the Council and monitor the implementation of the plan
- Identify funding sources and write grant applications
- Prepare and monitor the operating budget
- Prepare operational and statistical reports and records to support the Council's recommendations for expansion, reduction, reorganization, or elimination of services or programs
- Establish and maintain effective public and working relations with governmental agencies, community agencies, elected officials, the courts, public defenders, and the public
- Perform other duties as assigned

*Additional Job Duties Include:*

- Actively coordinate the work of the Council's Standing Committees
- Facilitate collaboration of the members of the Council in promoting the effective and efficient administration of programs in the criminal justice system
- Work with committee chairs and others to prepare agendas for council meetings and send agendas and meeting notices to committee members on a timely basis
- Attend and lead Council committee meetings.
- Take and transcribe meeting minutes in a timely and highly accurate manner and make the meeting minutes publicly accessible after the Committee approves them
- Provide staffing and support to each of the Council's committees. Work varies by Committee but may include research, committee staffing, data entry, data analysis, production of work products, and community outreach
- Maintain a unified Justice Council calendar and member database
- Assist Council members with ongoing efforts, special projects, ad hoc assignments, and other duties
- Maintain and update the Justice Council website and social media presence

Job Qualifications include:

- A bachelor's degree and a minimum of ten (10) years of relevant work experience. Equivalent combinations of education and experience will be considered.
- A background in criminal justice is strongly preferred
- Solid leadership and management skills, including planning, budgeting, and employee supervision

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- Strong project management and organizing skills to manage details and information, meet deadlines, and keep a team on track to reach project goals
- Strong writing and editing skills with the ability to write clear, structured, and persuasive proposals
- Enthusiasm for criminal justice policy and a demonstrated desire to increase the effectiveness, efficiency, and fairness of Milwaukee's criminal justice system
- Proactive, entrepreneurial spirit
- Versatility to manage complex projects in a wide range of fields
- Collaborative nature, ability to facilitate progress in an environment with many strong leaders
- Ability to interact and communicate with a diverse group of people
- Tolerance for ambiguity and ability to thrive in a dynamic environment
- Strong verbal communication skills and the ability to communicate effectively with many different types of audiences
- Ability to function in a fast-paced environment with a high volume of work
- Manage multiple tasks with attention to detail
- Experience using Google Suite, Microsoft, Trello, Tableau, and other tools
- Assertive, flexible, and a strong sense of humor