About Safe & Just Michigan

Safe & Just Michigan (SJM) envisions a Michigan in which all are safe in their communities and everyone is responsible for creating accountability, safety and justice. We work to reduce the harm caused by both crime and unnecessary incarceration.

Safe & Just Michigan advances evidence-based reforms that can improve public safety and eliminate unnecessary and wasteful corrections spending. We conduct research, educate, advocate and mobilize support for smart investments in services and programs proven to reduce crime and promote healthy, thriving communities.

Policy Analyst Position Description

The policy analyst assists SJM leadership with policy development, research, legislative analysis and strategy. The position reports to the executive director.

This full-time position is headquartered Lansing, but arrangements may be made for telecommuting as appropriate for the position.

Responsibilities

- Assists SJM leadership in

  - developing a research agenda and legislative goals and strategies that advance SJM's strategic plan.
  - informing organizational strategy, decision-making, and leadership from a policy and research perspective.
  - developing and growing relationships with key organizations and individuals.
  - creating opportunities for external constituents, especially those most harmed and least served by the justice system, to bring their insights and voices into the work of SJM.

- ○ facilitating innovative and effective use of SJM constituent data to advance our work.
  - ○ developing, explaining, and promoting SJM's policy agenda with elected officials, staff, and governmental agencies.
- Identifies data needs and develops information for the purpose of supporting policy initiatives and responding to inquiries and opposition messaging.
- Answers questions about details of policy reforms from media, elected officials, allies, etc.; writes issue briefs, bill summaries, and fact sheets; and drafts other policy materials as needed.
- Analyzes the Michigan budget to identify opportunities and challenges affecting the execution of SJM's objectives and prepares analysis for publication.
- Stays abreast of current state and national policy developments, best practices, and/or research findings that may affect SJM's agenda.
- Collaborates with experts, thought leaders, and other individuals with relevant legal or policy expertise as necessary to address policy objectives or emerging issues.
- Partners with the communications team to create effective written internal and external communications (including social media posts) on policy matters.
- Reviews with staff and appropriate consultants and experts support for advocacy positions, including briefing materials, presentations, reports, and handouts communicating policy material for accuracy and political tone.
- Other duties as assigned.

Qualifications

The policy analyst must have:

- A minimum of two to four years of experience
  - o with the legislative process in Michigan, including bill drafting, bill analysis, and related processes.
  - o understanding the appropriations process and analyzing state budget information.
  - o reading and accurately summarizing legal, statutory, regulatory, and research materials.
  - o working closely with key Republican and Democratic decision-makers to achieve policy goals.
  - o reviewing, evaluating, and accurately communicating relevant data, statistics, and research findings to explain the impact of policy proposals.
  - o building consensus among bipartisan groups of issue stakeholders.

- a bachelor's degree or equivalent combination of relevant education and experience (law degree or advanced degree in public policy strongly preferred).
- substantial knowledge of Michigan's corrections, sentencing, and parole policies preferred.
- a commitment to criminal justice reform and to SJM's mission.
- the ability to understand, clearly articulate, and convincingly advocate for SJM's policy objectives.
- writing and editing skills with close attention to detail and accuracy; and the ability to convey key content effectively to a broad spectrum of audiences, from experts to the general public.
- the ability to analyze with close attention to detail data from multiple sources.
- project and personnel management skills, with experience leading long-term complex projects.
- time and resource management skills, with experience meeting ambitious, measurable goals.

Compensation

Salary is based on experience and qualifications. Benefits include generous paid leave time and a comprehensive health care package.

To Apply

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

Please include "Policy Analyst" 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.