

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) 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 Advocacy Manager Position Description

The policy advocacy manager 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. The SJM office remains closed during the COVID-19 pandemic. When our office reopens, this position will require a minimum of one day (weekly) in the office.

Responsibilities

- Develop and advance legislative goals and strategies that align with SJM's strategic plan.
- Inform organizational strategy, decision-making, and leadership from a policy and research perspective.
- Develop and build relationships with organizations and individuals that are important to SJM's legislative work.
- 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.
- Facilitate innovative and effective use of SJM constituent data to advance our work.
- Develop, explain, and promote SJM's policy agenda with elected officials, staff, and governmental agencies.
- Identify data needs and develop information for the purpose of supporting policy initiatives and responding to inquiries and opposition messaging.
- Meet with policymakers and staff to advance SJM's legislative goals.
- Testify in committees and assist in coordinating testimony by partners.
- Answer relevant questions from media, elected officials, allies, etc.
- Write issue briefs, bill summaries, and fact sheets, and draft other advocacy materials as needed.
- Analyze the Michigan budget to identify opportunities and challenges for SJM's objectives and prepares analyses for internal and external use.
- Track current state and national policy developments, best practices, and/or research findings that may affect SJM's agenda.

- Collaborate with experts, thought leaders, and other individuals with relevant legal or policy expertise as necessary to address policy objectives or emerging issues.
- Partner with the communications team to create effective written internal and external communications (including social media posts) on policy matters.
- Review advocacy materials with staff, consultants, and experts, including briefing materials, presentations, reports, and handouts communicating policy material for accuracy and political tone.
- Other duties as assigned.

Qualifications

- **Knowledge of the criminal justice and legal system:** Must demonstrate an understanding of corrections, sentencing and parole policies. Preference will be given to candidates demonstrating experience with the legislative, appropriations and budgeting process in Michigan.
- **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. Candidates with Michigan-specific experience preferred.
- **Strong writing skills:** Writing and editing skills that include close attention to detail and accuracy, as well as the ability to effectively convey key content to 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. Experience in planning, leading, and managing development 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 \$55,000 to \$65,000. Benefits include generous paid leave time, 12 paid holiday closures and the week of the Christmas holiday, 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 john@safeandjustmi.org.

Please include "Policy Advocacy Manager" 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.