

Job Posting: Associate Director/Senior Program Manager, THP

(Hybrid, Full-Time Position in Los Angeles, CA)

Who We Are

Impact Justice advances safety, justice, and opportunity through boundary-breaking work that honors and empowers people and is changing expectations about what we can accomplish together. We work to reduce the number of people caught up in harmful legal systems by creating alternatives that are responsive, restorative, fair, and effective; to improve living conditions and life outcomes and safeguard fundamental human rights for the millions of people still subject to mass incarceration; and to expand opportunities for formerly incarcerated and other system-involved people to heal, fully participate in community life, and reach their potential.

We are a diverse and allied staff of reformers, transformers, abolitionists, and dreamers who bring a wide range of knowledge, skill, and life experience to the challenging work we undertake together. We're committed to living our values and to creating the kinds of equitable and inclusive team environments internally that we fight to help create in our broader communities. The organization strongly encourages people of color, individuals who identify as part of the lesbian, gay, bisexual, transgender, and/or queer communities, and individuals impacted by the legal system to join the team. A majority of individuals on our current executive team identify as BIPOC and/or LGBTQ. We are committed to workplace diversity and providing equal employment opportunities

About the Homecoming Project

Using the sharing economy model, the Homecoming Project (THP) at Impact Justice (IJ) pairs individuals returning home from prison with welcoming community residents (hosts) who have a room in their homes to spare. The Homecoming Project pays each host a daily stipend for housing the participant for up to 6 months. And, THP participants are provided a community navigator that works to connect them to the resources, supports, and wraparound services necessary for community re-entry. This innovative reentry housing project began in the Bay Area in 2018 and to date has housed over 100 returning individuals into homes within the community. The Homecoming Project is currently in Alameda County, Contra Costa County, and Los Angeles County.

Check us out [here](#).

Who You Are

You are a builder. You are a strategic thinker, an implementer and collaborator. You are able to successfully work independently and on a team. You are excited to roll up your sleeves and complete small tasks as well as execute and lead senior level visioning and strategic planning. You thrive in a fast-paced, dynamic, creative, and collaborative environment, and demonstrate from the outset an ability to be both strategic and hands-on, driving programmatic outcomes.

This position is the lead manager for the Homecoming Project in Los Angeles. Candidates may qualify for this position at either the Senior Program Manager or Associate Director level depending on prior qualifying experience. We seek an experienced project and people manager with interpersonal skills that allow for meaningful interactions with the impact community and those new to our work. This position is external facing and will be skilled and adept in public speaking and facilitation with a high degree of comfort in translating complex information to meet the needs of a myriad of audiences including; impacted populations, policymakers, criminal legal system staff, funders, and community members. This position has a strong commitment to ending the criminalization of BIPOC, poor people, and other marginalized groups.

You are also -

- An experienced professional within the criminal/juvenile justice system, and/or affordable housing/homelessness space, or other social justice movements
- Professional network and understanding of the housing and/or re-entry landscape of Los Angeles County
- Able to juggle and implement simultaneous multiple project elements
- Comfortable interacting with a wide variety of people, including individuals impacted by the criminal legal system, criminal legal system staff, and officials, and individuals from diverse backgrounds and life experiences
- Experienced project manager with an ability/comfort using project management software (e.g. Asana)
- Experience collecting programmatic data
- An experienced and effective public speaker
- Adept at time management with a proven ability to meet deadlines
- Comfort working with remote team members
- Tech-savvy: comfortable with Google Suite, Microsoft Office Suite, Asana, and databases/case management systems
- A critical thinker with a high level of analytical/interpretive thinking and problem-solving skills. With an ability to delegate tasks with a positive, solutions-oriented approach to problem-solving

Big Pluses (but not requirements) -

- Personal experience within the social service system; including being system-impacted, formerly incarcerated, a former foster youth, or having loved ones who are systems-impacted
- Prior experience in the professional reentry space
- Prior experience building/scaling a program
- Prior experience in local, state, and or federal housing policy

What You Will Do

Using the Homecoming model, this position will develop and implement a robust project plan to further build and scale THP- LA. This position will manage the development and daily operations of THP in Los Angeles. Upon hire, this position will have one direct report located in Los Angeles. Over the next 3- 12 months this position will support the build-out of the LA team and supervise staff hired.

This position will work in Los Angeles but join an Oakland-based team. Reporting directly to the Director of THP, this individual is the senior professional leading the Los Angeles based THP project. With support from the Director of THP, this position is responsible for creating and meeting grant and programmatic deadlines. This position will be asked to work closely with the VP of Innovations, the Director, and the development team on fundraising efforts.

Responsibilities Include -

- Expand and maintain partnerships with providers, the California Department of Corrections and Rehabilitation (CDCR), and policymakers.
- Public speaking: presentations, partner meetings, media interviews, podcasts, and other events as they arise.
- Manage, build out, and implement the Homecoming Project in LA.
- Collaboratively work with senior and executive staff across Impact Justice and all community partners as assigned.
- Project management: Manage various project deliverables, guide best practices and encourage iterative program refinement, manage program budget, effectively navigate challenges in program implementation, assess needs, identify helpful collaborators, and support and make high-stakes decisions.
- In collaboration with THP Director, build out a dynamic, growing team.
- Other duties as needed.

Travel

Some travel is required to attend training, outreach and partner meetings, host and participate visits, conferences, and visits to the Impact Justice offices in Oakland and Washington DC, estimated to be less than 10%. In addition, this role may require limited evening and weekend commitments.

Work schedule: Full-time, at 40-hrs per week, under a hybrid model currently requiring at least two days per week in the LA office.

Applying

Candidates may qualify for this position at either the Senior Program Manager or Associate Director level depending on prior qualifying experience. Differentiation between positions may include years of experience leading and managing teams at the senior level, years of experience supervising teams larger than 4+, experience developing innovative strategies and programs, years of experience and success in fundraising efforts, and demonstration of experience in the above Big pluses (but not requirements) section. **The compensation for the Senior Program Manager position is \$90-\$105K. The Associate Director position compensation range is \$95-\$115K.**

The benefits that come with working at Impact Justice include medical, dental, and FSA plans, significant vacation and wellness leave, and immediate vesting in our 401K with a generous match. This is a full-time, exempt, salaried position and is located in our Los Angeles CA office. This position will be in office at least 2 days per week, as well as work in the field directly with key stakeholders.

COVID-19 Vaccination is a condition of employment for all Impact Justice employees. We require employees to be fully vaccinated and up to date per the CDC guidance.

Applications will be reviewed **on a rolling basis**. The anticipated start date for the position is **June 1, 2024**. If this all sounds like a good fit for you, please apply for this open role at <https://careers.impactjustice.org>. Include your resume and instead of submitting a traditional cover letter, answer the following three questions to help explain your qualifications and interest in the position:

1. Why do you want to work for Impact Justice's Homecoming Project and why are you a good fit for this role? (200-word limit)
2. Provide an example where you built a project, program, or process that did not exist before you created it. What were your processes and outcomes? *Note- your project doesn't need to have been implemented or successful. We are interested in your process.*

3. Using the qualifications listed above, please list the top 5 qualification(s) that you feel you currently excel in and 2 qualifications you feel you will need to work toward proficiency. Provide a very brief explanation for each (a few sentences).

Hiring Process

Elements of the Impact Justice hiring process may include phone screen interviews, candidate exercises (written or presentations), Zoom interviews, in-person interviews, and reference checks. Candidates are welcome to ask for alternative arrangements in the process if needed (for example, conducting an interview via phone rather than Zoom), Impact Justice will do our best to accommodate reasonable requests. Please communicate any alternative arrangements requested via the hiring email listed above.

Equal Opportunity Employment

Impact Justice provides equal employment opportunities to all applicants without regard to race/ethnicity, color, sexual orientation, gender identity, gender expression, religion, national origin, age, criminal history, or disability. We work closely with communities of color, the lesbian, gay, bisexual, questioning, gender nonconforming, and transgender communities, the formerly incarcerated, and former foster youth. Those with lived experience in these communities are strongly encouraged to apply.