



New York City Criminal Justice Agency - CJA
Chief Program Officer

New York, NY

Background

In its fiftieth year serving as New York's primary pretrial service provider, CJA is at the forefront of pretrial justice innovation. The agency collaborates with various stakeholders, including city government, to offer robust support for people involved in the justice system throughout the five boroughs. Services include the release recommendation report, court date reminders, bail expediting and Supervised Release services, complimented with Peer Based Community Support and Outreach. CJA also collects and tracks comprehensive data at every stage of the pretrial process, providing an expansive dataset for sophisticated research studies. Lastly, CJA brings extensive experience in designing and implementing innovative research projects, which enables the agency to provide evidence-based information to judges and the court to improve decision making and to test best practices and drive the pretrial field forward.

Position

As a member of the Executive Leadership Team, the Chief Program Officer (CPO) will be responsible for managing the agency's day-to-day programmatic operations. At the direction of the Chief Executive Officer (CEO), the CPO oversees and manages the core programmatic work including overseeing the agency's court-based pretrial services supervised release, and research and evidence-based practice functions. This leader will manage a team of 2-direct reports—including the Executive Director of Pretrial Services and the Executive Director of Queens Supervised Release—and provide support in overseeing a 36M portfolio comprised of 3 rapidly growing core programs, and nearly 200 staff working in 12 locations across the New York City area. The CPO will develop and implement internal and external strategies to provide innovative, data-driven approaches to pretrial services in New York City and across the nation.

Top Priorities

- **Strategy:** As a member of the Executive Leadership team, serve as a strategic thought partner to identify opportunities for increased programmatic impact; lead the organization in cultivating innovation and experimentation in program design and implementation.
- **Leadership & Management:** Serve as a champion for staff, identifying areas for increased cross-departmental collaboration and ensuring open lines of communication, rooted in the principles of DEIB.
- **Program Operations:** Ensure the seamless integration of all programmatic functions, providing guidance on best practices to ensure efficiency and cohesiveness in all program operations.
- **Network & Partnership Building:** Manage relationships with key partners to ensure programmatic excellence in new and ongoing initiatives.

Chief Program Officer Major Duties & Responsibilities

Strategy

- Provide high-level strategic advice to the Executive Leadership team to identify programmatic opportunities that will support the organization's mission, including preserving and leveraging the strength and unique positioning of the organization's pre-trial release assessment work.
- Develop, implement, and manage new strategies and approaches for high-risk and high-needs pretrial releases; strengthen and expand the supervised release program; and help position CJA as the most trusted source of criminal justice and pretrial data in New York City and nationally.
- In partnership with the Executive Team, oversee budget planning and strategy, staffing planning and strategic development of the organization.

Internal Leadership & Management

- Coordinate efficient, effective cross-organizational collaboration and decision-making across the organization; identify opportunities for increased synergy between departments.
- Foster and sustain a culture of collaboration, supporting cooperation, trust, mutual support, and transparency both within each program as well as across the organization, with colleagues, leadership, and management.
- Serve as a representative of the CJA's strategic vision and messaging, ensuring open lines of communication between the leadership team and staff, and clarity in understanding how program services fit into the broader strategic goals.
- Actively supports the advancement of DEIB cultural competence, racial, gender and social equity in all programs, practices, and services to leverage and integrate them into the organizational culture as part of the leadership's shared responsibility for DEIB across the organization.

Program Operations

- Provide strategic guidance on opportunities for integration of the CJA's core programming—including but not limited to, Pretrial Services, Supervisory Release, Research & Evidence-based practices, and Peer Services—where it makes sense and is in service of the broader vision.
- Oversee the coordination, integration, and delivery of all programs and related services, promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.

- Support the Executive Director of Pretrial Services in overseeing the agency's core pretrial functions to reduce jail overcrowding, unnecessary pretrial detention, and the financial and social impact of pretrial incarceration.
- Support the Executive Director of Queens Supervised Release in overseeing the agency's Supervised Release Program for clients charged with bail-eligible offenses that present a substantial likelihood of detention or a high risk of recidivism; ensure compliance with contractual obligations and deliverables through the leadership of multi-disciplinary, client-facing teams.
- Work closely with other executive leaders to compile business questions and identify opportunities to inform and guide the data/research agenda.

Network & Partnership Building

- In collaboration with executive-level colleagues, oversee and manage external relationships including but not limited, to the Office of Court Administration, Mayor's Office of Criminal Justice, Mayor's Office of Contracts, prosecutors, defense attorneys and agency partners.
- Facilitate the acquisition of information and insight from external partners to inform the implementation and refinement of program strategies.

Key Competency Areas

Strategic Mindset: Seeing ahead to future possibilities and translating them into breakthrough strategies.

Plans & Aligns: Planning and prioritizing work to meet commitments aligned with organizational goals.

Stakeholder Focus: Building strong stakeholder relationships and delivering targeted solutions.

Values Differences: Recognizing the value that different perspectives and cultures bring to an organization.

Manages Ambiguity: Operating effectively, even when things are not certain, or the way forward is not clear.

Instills Trust: Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Qualifications

- Must have a demonstrated commitment to CJA's mission and values.
- An executive professional with 10+ years of demonstrated experience working in strategic operations, with experience managing teams, with the proven ability to build consensus and coalescence to influence change.
- Excellent interpersonal skills and a proven ability to build strong relationships at all levels of an organization.
- Proven success coaching and mentoring others, effectively working with teams to meet goals and grow professionally, serving as a coach and mentor to staff across a range of functional areas.
- Excellent manager and developer of talent; ability to work with strong personalities and give people the freedom to run with ideas.
- Exceptional listening, reasoning, and strategic skills with proven ability to influence, execute, and direct a wide range of diverse internal and external stakeholders.
- A pro-active quick study with exceptional judgment and project management skills suited for a complex, decentralized, fast-paced organization.
- This person must be an astute observer of organizational dynamics, a sophisticated purveyor of positive organizational culture, a proactive, skilled communicator able to establish and maintain strong relationships and have a zest for collaboration.
- History with and commitment to work for and with racially and economically diverse communities and organizations.

Salary

This is an outstanding opportunity for a highly motivated senior leader to join a well-respected and growing organization. NYC Criminal Justice Agency is prepared to offer a very attractive compensation package, including a competitive base salary of \$205,000. In addition, CJA will offer a comprehensive benefits package including, but not limited to:

- 85% employer-paid medical insurance and 100% employer-paid coverage for other core group health benefits
- An education reimbursement of up to \$300 per semester or quarter after 1 year of employment
- 5% employer match on 403(b) contributions after 1 year of employment
- Transportation benefits
- A flexible work schedule of 3 days in-office and 2 days remote

Location

This position will be based primarily out of the Lower Manhattan CJA office and will also require frequent travel—approximately 40%—to other CJA office locations throughout the city.

CJA Mission and Values

Commitment: Exhibits passion and excitement about our work. Displays a “can-do” attitude.

Fairness: Maintains high standards and is honest. Earns trust and maintains confidences. Does what is right, not just what is politically expedient. Speaks plainly and truthfully.

Innovation: Generates new and innovative approaches to problems; brings people together to brainstorm. Problem solve and collaborate around big and small ideas.

CJA's History

The roots of the New York City Criminal Justice Agency (CJA) can be traced back to the Vera Institute for Justice's pioneering initiative, The Manhattan Bail Project (MBP), which was launched in 1961. The MBP aimed to collect data on the use of bail and explore the effectiveness of release on recognizance (ROR) as an alternative to traditional bail practices. The findings were groundbreaking, revealing that individuals with strong community ties were more likely to return to court when released pretrial. This led to the development of an evidence-based recommendation system that included interview questions about an individual's family, community ties, employment, and educational background. The successes of MBP culminated in the establishment of the Pretrial Service Agency (PTSA) in 1973, which was renamed as the New York City Criminal Justice Agency (CJA) in 1977.

This commitment to advancing the use of validated tools and methodologies to solve for systemic inequities continues to be rooted in CJA's mission of reducing unnecessary pretrial detention. Whether through piloting new ways of engaging individuals navigating our complex court system or pioneering research into understudied individuals in the pretrial field, our core values of fairness, commitment, and innovation serve as guiding principles. The central aim of this work is to provide system stakeholders as well as the community with evidence-based information on what is necessary to create a more just and fairer pretrial system.

At CJA, data is leveraged as a powerful tool for driving change. Robust data collection and analysis processes have been implemented to inform policies, programs, and resource allocation decisions. By leveraging data, the effectiveness of initiatives can be measured, and services can be continuously improved. CJA's data-driven approach allows for

identification of areas of improvement and implementation of evidence-based practices that yield positive outcomes for clients and the community.

Today, CJA remains at the forefront of pretrial justice innovation. The agency continues to collaborate with the Mayor's Office of Criminal Justice (MOCJ) and other pretrial and community-based organizations to provide vital pretrial services to the city. This includes court date notifications, supervised release programs, and research and technical assistance to community stakeholders. CJA's continued efforts to reduce unnecessary pretrial detention and promote fair and equitable practices in the criminal justice system have made a significant impact on New York City's justice impacted communities, contributing to the agency's rich history of positive change.

This position description is based upon material provided by the NYC Criminal Justice Agency.

CJA is committed to creating a diverse work environment and is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

To apply for this position, please click [HERE](#).

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