



Justice Initiative Fellowship Program

INTRODUCTION:

The New York Women's Foundation is pleased to announce the launch of recruitment for a part-time Justice Fellow to occupy a one-year position with The Foundation. The New York Women's Foundation creates an equitable and just future for women and families by uniting a cross-cultural alliance that ignites action and invests in bold, community-led solutions across the city.

In 2019, The Foundation is launching a Fellowship Program. The goals of the Program are the following:

- Support The Foundation's ability to solve complex problems by welcoming diverse talents, perspectives and experience.
- Develop Fellows to become future non-profit and philanthropic leaders by enhancing their capabilities and skills, building their professional network and expanding their knowledge of the work of The Foundation.

The Justice Initiative:

In October 2018, The New York Women's Foundation launched The Justice Initiative, with the goal of dismantling mass incarceration for women and families in NYC while creating new paths for stability and opportunity that advance racial, gender and economic justice. Key strategies to be leveraged over the seven years of the Initiative include:

Grantmaking and Philanthropic Mobilization – Increase philanthropic investment in community-based solutions for women, girls and TGNC communities via direct support to organizations, grantee convenings, donor education, and coordinated efforts between individual and institutional funders.

Thought Leadership – Research, public education events, engagement with media and other strategies to strengthen knowledge in the field that supports reform efforts and disseminate best practices.

Government Partnership - Directly engage local policy-makers and leaders at the city and state level in coordinated reform efforts.

As a core tenant of our mission and values, community-led expertise, input and solutions will be central to the initiative in multiple ways, including community leaders and CBOs, leaders from academia and research, and individuals with histories of criminal justice involvement.

Position Overview:

Working within The Justice Initiative and Fund, The Fellow(s) works in consultation with the Senior Director, Programs in the implementation of The Justice Initiative, whose mission is to help dismantle mass incarceration for women and families in NYC while creating new paths for stability and opportunity that advance racial, gender and economic justice. Working in partnership with a wide range of Foundation staff, the position requires a deep knowledge and understanding of the local criminal justice system and its effects on women and families, as well as opportunities in the nonprofit, philanthropic and public sectors for reform. Through the fellowship, there will be an opportunity to support a variety of strategies and activities planned for the Initiative in 2019 - 2020, as well as the chance to co-develop and lead new, distinct projects that advance the Initiative's objectives.

Opportunities:

Specific opportunities for co-development and leading of projects include the following:

- Develop and coordinate strategic communications, thought leadership and engagement efforts within the philanthropic, nonprofit and other fields in advancement of the Initiative's mission, including partnering with the Programs and Communications Departments and external partners to create and implement annual forums, conferences, convenings, and media placements to highlight The Justice Initiative's work.
- Develop and coordinate efforts to gather input from community members, including formerly incarcerated women, youth and system-impacted family and community members, in multiple aspects of the Initiative, including, but not limited to, the Justice Advisory Committee
- Develop and coordinate elements of the Justice Fund's evaluation and strategic learning work, including annual impact reporting for grantee partners, participatory research projects, and disseminations of findings within the broader field

Other opportunities to learn from and support other activities and strategies of the Initiative include the following:

- Become familiar with and support The Foundation's approach to grantmaking and partnerships by working closely with program staff and external partners, including the Program Officer for the Initiative's Justice Fund
- Help develop and coordinate elements of engagement efforts and convenings with members of The Justice Fund, including meeting facilitation, year-round communications, and on-going funder learning opportunities
- In partnership with Foundation team members, support fundraising and reporting efforts to current and potential Justice Fund's members.

APPLICANT ATTRIBUTES:

- Knowledge of issues, challenges, and potential solutions regarding the criminal justice system and its effects on women and families, across strategies of direct service, legislative advocacy, organizing, and research.
- Bachelor's Degree in relevant field preferred.
- Personal experience as a formerly incarcerated person or as family member of a formerly incarcerated person strongly preferred.
- Strong written and verbal communication skills.
- Motivated self-starter with ability to work independently in an efficient and effective manner.
- Meticulous attention to detail and organizational abilities.

- Excellent interpersonal skills and ability to interface with a wide range of stakeholders.
- Strong research skills and intrinsic curiosity.
- Motivated to support The Foundation's mission and goals.
- Demonstrated maturity, flexibility and sound judgement.
- Ability to multi-task, prioritize and meet deadlines.
- Strong Computer literacy with Microsoft Suite.

Work Location and Duration:

This is a part-time position, for 3 days per week, and located at The New York Women's Foundation located in New York, New York. The fellow position is a one- year term.

Salary:

Fellows will be paid a total sum of up to \$40,000 for the year, to be paid bi-weekly.

Benefits:

In addition to working to effect positive change for women and families in the New York City area, The Foundation offers benefits including medical, dental, vision, paid time off, major holidays and a monthly MetroCard.

Application Instructions:

Please submit the following to hr@nywf.org: a resume; a cover letter that provides an overview of your professional background, as well as interest in and alignment with the position; and a professional statement of no more than 500 words that describes a potential project that you would be interested in co-developing and leading as part of the Fellowship that would leverage your skill set, interest and professional background in advancement of the Initiative's goals and strategies described above.