

CALIFORNIA CRIMINAL JUSTICE FUNDERS GROUP (CCJFG)

FACILITATION COORDINATOR

CONSULTANT POSITION DESCRIPTION

POSITION TITLE: CA Criminal Justice Funders Group (CCJFG) Coordinator

JOB TYPE: Part-Time Facilitation/Coordination Consultant

REPORTS TO: CCJFG Steering Committee And Northern California Grantmakers

APPLICATIONS DUE: Sunday January 27, 2019

Position Summary:

Founded in 2014, the [California Criminal Justice Funders Group \(CCJFG\)](#) is a network of funders and individual donors that invest in a wide range of criminal justice reform efforts in California. CCJFG members and other partners come together regularly as an active learning community, to share information, learn from one another and from criminal justice advocates and thought-leaders, create partnerships, collaborate on specific efforts, and leverage collective capacity on criminal justice issues to enhance overall impact in the field. The CCJFG is committed to engaging new funders and partners and leverage new resources to strengthen the effectiveness of the criminal justice reform sector in California. The CCJFG is housed at Northern California Grantmakers (NCG) and guided by an active steering committee. High-level coordination support, visioning, planning and fundraising is provided by a consultant coordinator. Administrative and communications support is provided by NCG.

The CCJFG currently seeks a part-time, seasoned consultant to serve as coordinator and provide skilled coordination and management of the group (on average 40-50 hours per month), including design and coordinate 2-3 in-person day-long meetings and several shorter meetings/webinars annually; work with the steering committee to develop and implement an annual work plan; engage in budgeting and fund development; support ongoing communication and coordination with members and other stakeholders; and direct support staff at NCG to provide key administrative services to the group.

Qualifications

- 7+ years of coalition/network building, policy advocacy, project management, coordination, and fundraising experience.
- Extensive knowledge of and experience with the criminal justice reform field, preferably in California (highly desired).
- Experience in philanthropy or philanthropic services (highly desired).
- Direct experience with building alliances across multiple stakeholders.
- Experience in collaborative facilitation, program development and technical assistance with a diverse set of leaders and organizations.

- Demonstrated commitment to social, racial and gender justice.
- Ability to design and implement timely and well-executed programming.
- Experience with strategic direction setting and advancing collective impact with networks/coalitions.
- Highly detailed-oriented, ability to work on several projects simultaneously, flexible, with excellent communications skills and timely follow-through.

Responsibilities

- Provide high-level overall coordination for the CCJFG, based on the vision and objectives developed by the steering committee and the group's members.
- Organize quarterly steering committee planning meetings to set content focus and develop objectives for meetings and programs and engage in budgeting.
- Support the development and implementation of the CCJFG's annual workplan.
- Advance the implementation of CCJFG programming, including: full group meetings, webinars, site visits and other programs. Solicit ideas for programming from CCJFG members. Support the development of content, speakers, agendas and evaluations. Facilitate meetings as needed. Lead meeting evaluation and debriefing calls.
- Support the development of CCJFG's annual budget and work with NCG to track revenues and expenditures.
- Advancing annual fundraising efforts in conjunction with NCG and the steering committee.
- Conduct research on timely issues of interest to the CCJFG membership.
- Lead cultivation of new members and partnerships.
- Provide guidance for structural changes to better achieve the group's vision and objectives.
- Provide regular communications to the full membership (including a bimonthly email update).
- Work with NCG to maintain a member-only online space for CCJFG content and maintain CCJFG contact list and all other CCJFG-related files on the shared Google drive.
- Work closely with the NCG team to ensure that all CCJFG administrative and logical needs are met and well executed.
- Provide other services as needed and as time allows, as directed by the steering committee.

Compensation

This is a part time consulting position requiring on average 40-50 hours of work per month. Compensation will be commensurate with skills and experience, and will be set at flat rate ranging between \$38,000 - \$44,000 annually and paid as a monthly retainer. The contract will be negotiated with the CCJFG Co-Chairs and Northern CA Grantmakers.

Supervision

This position reports to the Steering Committee of California Criminal Justice Funders Group and will be jointly supervised by the Committee's Co-chairs and by a representative of the Northern CA Grantmakers.

Application Instructions

To apply, please submit a cover letter outlining your interest and experience for this position, your resume, and three references via email to CACriminalJusticeFunders@ncg.org. All documents must be Microsoft Word or PDF files only (PDF files are preferred). Please include the subject heading: CCJFG Coordinator Application. **The deadline to apply is Sunday, January 27, 2019.**

Hiring Process + Start Date

Top candidates for the position will be interviewed in early February 2019 with the goal of having a contract in place and the consultant on board by March 1st.