



Science in Service
of Cities.

urbanlabs@uchicago.edu
773 834 4292

33 North LaSalle Street
Suite 1600, Chicago, IL 60602

urbanlabs.uchicago.edu

Title: Associate Director of Strategic Initiatives, Crime Lab

Desired Start Date: May 2018

Who We Are:

By 2050, the global urban population will nearly double to 6.4 billion. This unprecedented growth in the global urban population creates incredible opportunities but also intensifies the most difficult problems cities face, such as concentrated poverty, crime, poor-quality schooling, and pollution. The University of Chicago founded Urban Labs to help address these challenges. Urban Labs is a set of highly synergistic labs focused on undertaking inquiry and having impact on five essential dimensions of urban life: crime, education, health, poverty, and energy and environment. Urban Labs partners with cities to identify and rigorously evaluate the policies and programs with the greatest potential to improve human lives at scale. Urban Labs' evidence-based approach gives policymakers and practitioners the knowledge they need to effectively achieve the greatest social good per dollar spent.

In sum, UChicago Urban Labs:

- Identifies promising solutions to urban challenges
- Tests the most promising urban policies and programs
- Scales-up the most effective and cost-efficient policies and programs.

For more information about the UChicago Urban Labs, go to <http://urbanlabs.uchicago.edu>.

The Role: The University of Chicago Crime Lab is seeking an Associate Director who will support the Executive Director to execute strategic priorities focused on projects to enhance public safety in partnership with law enforcement and criminal justice agencies in Chicago, Cook County, and beyond. The Associate Director will develop and maintain relationships with Crime Lab partners, identify ways to leverage the Lab's unique resources, and help the public sector deploy its resources more effectively and humanely to save lives. The Associate Director will report to the Executive Director and work collaboratively with research staff in Chicago and New York.

Responsibilities:

- Support the Crime Lab's Executive, Faculty, and Research Directors in creating and implementing the Crime Lab's strategic plan
- Work with Research Managers and Embedded Analysts to allocate staff resources across multiple, overlapping projects with law enforcement and criminal justice partners, in furtherance of the Crime Lab's strategic plan
- Develop and maintain high-level relationships with Crime Lab partners by serving as a point of contact, attending meetings and events, and through regular correspondence
- Engage partners to learn their key concerns, identify ways for the Crime Lab to provide assistance that leverage our unique resources, and develop research questions in coordination with Research Directors

- Build systems to grow staff capacity, including the development of skills training for staff, to support conducting high-quality research and project implementation
- Respond to media inquiries as appropriate and oversee efforts to increase the visibility of the Crime Lab's work
- Work with Talent Manager to help recruit and interview potential candidates, and promote the development of the Crime Lab's organizational culture
- Support the Crime Lab's fundraising efforts, including identifying opportunities consistent with our priorities, and conceptualizing, preparing, and presenting proposals to support our work
- Prepare presentations, project updates, briefs, funding proposals, and other communications for internal and external audiences
- Other duties as assigned

Competencies:

- Strong strategic thinking skills around organization-building, with the ability to engage a wide range of stakeholders and cultures
- Unwavering commitment to rigorous research-based evaluation
- Excellent written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Excellence in organizational management with the ability to manage and mentor staff, set and achieve strategic objectives, and manage a budget
- High attention to detail and follow-up, and excellent organizational skills required.
- Ability to work effectively in collaboration with diverse groups of people
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- A passion for, and working knowledge of, social and criminal justice
- Integrity, positive attitude, mission-driven, and self-directed
- Willingness and ability to occasionally work evenings and weekends and travel required

Education

- Bachelor's degree in economics, public policy, statistics, communications, business or another relevant field required; master's degree preferred.

Experience

- A minimum of five years of relevant experience required, including work related to criminal justice at a foundation, government agency, non-profit organization or university
- Supervisory experience required
- Experience working in an applied research center preferred
- Fundraising experience preferred, including experience writing grants, cultivating and tracking donors, identifying funding prospects

To Apply: Please submit resume and cover letter to Workday, requisition number, **JR01301**.

Note: When applying, all required documents **MUST** be uploaded under the Resume/CV section of the application.

If you have **an active UChicago Workday employee account**, you will need to complete the Internal Candidate application process. Internal Candidate instructions: Log into Workday and select the career worklet.

External Candidates should apply to the position at
<https://uchicago.wd5.myworkdayjobs.com/en-US/External>

If you **have questions about the Workday application system**, please contact:
https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status or status as an individual with disability.