



## **Reform L.A. Jails Executive Director Job Description**

### **About Reform LA Jails:**

Reform L.A. Jails (RLJ) represents a coalition of Los Angeles residents, community leaders, businesses, and organizations fighting to permanently reduce the population of people cycling in and out of jail. RLJ envisions a future where LA has divested from incarceration and invested in community-based services. A future that doesn't criminalize Black, Brown, Indigenous, or poor people, and where communities have the power and resources they need to keep themselves safe, heal, and thrive for generations.

*\*RLJ is a fiscally sponsored entity.*

### **Overview:**

Reform L.A. Jails (RLJ) is in search of an Executive Director. This position is a full-time, executive level role. Reporting to the Project Director, the Executive Director will have overall strategic and operational responsibility for RLJ's staff, programs, expansion, and execution of its mission. RLJ encourages people of color and directly-impacted people to apply.

### **Compensation, Benefits, and Position Requirements:**

- The work and position are based in Los Angeles, California; the daily work is currently remote with some in person meetings required across LA County.
- Salary range \$120,000 - \$135,000, commensurate with experience.
- This is a full-time position requiring exclusivity; Board or Commission roles will be considered on a case by case basis.
- 100% employer paid healthcare, dental, and vision coverage.
- Minimum of 6 weeks PTO + all major holidays + key religious holidays.

*The Executive Director will be primarily responsible for the following:*

### **Leadership and Management**

- Set vision and strategic direction for the organization and act as the chief spokesperson for RLJ
- Direct all RLJ Programs, Staff and Consultants
- Set and evolve policy goals and priorities, communicating those goals to the team and external stakeholders as needed.
- Hire, lead, coach, develop, and retain high-performing staff, contractors, and volunteers.
- Develop and maintain systems to track progress, regularly evaluate key program components (i.e. finance, fundraising, communications, and administration) for communication to the Board, funders, and other stakeholders.

### **Fundraising and Communications**

- Use external presence and relationships to garner new fundraising, communications, and partnership opportunities.
- Steward fundraising activities, including developing target lists, speaking to funders, attending events and cultivating relationships with donors.
- Oversee Communications Department, ensuring brand consistency and impact.



### **Strategic Partnerships and External Affairs**

- Be an external local and national presence that publishes and communicates on RLJ priorities and program results, with an emphasis on the successes of the local program as a model for regional and national replication.
- Maintain and strengthen relationships with partner organizations and key justice coalitions.
- Build partnerships with new coalitions, businesses, and CBOs.

### ***Our ideal candidate will possess the following qualifications and experience:***

- At least 7-10 years of executive or other leadership experience.
- Unwavering commitment to ending mass incarceration and eradicating racial discrimination in the carceral system.
- Strong fundraising experience with the ability to engage a wide range of stakeholders.
- Track record of effectively leading and scaling an outcomes-based organization.
- Excellence in organizational management. Including experience overseeing and directing a budget and managing quality programs and data-driven program evaluation.
- Experience overseeing and directing organizational budgets.
- Ability to exercise high levels of discretion with confidential information, and sound judgment on matters related to team culture.
- Past success working with a Board of Directors.
- Strong 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 planning.

**Application Process:** Please submit a resume, and cover letter or short video sharing why you are pursuing this position and why you think you would be the best candidate to lead Reform L.A. Jails. Videos should not exceed 2 minutes and can be in any format. Please submit all application materials in one email to [info@talentpoole.work](mailto:info@talentpoole.work).

**We strongly encourage interested individuals to apply quickly as interviews will happen on a rolling basis. Applications will be accepted until the position is filled. All application materials must be submitted through the process outlined above. No information emailed to RLJ staff or consultants will be considered.**

### **Our Commitment to Diversity, Equity, and Inclusion:**

Reform L.A. Jails prohibits discrimination of employment, promotion, compensation, terms, conditions or privileges of employment on the basis of gender, disability, race, ethnicity, age, national origin, color, creed or sexual orientation, marital or parental status, veteran's status or any other basis prohibited by applicable law. Reform L.A. Jails is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. Our equal opportunity policy covers all programs, services, policies and procedures of Reform L.A. Jails, including opportunity for employment and treatment as an employee as well as independent contractors engaged by our organization.