

Position: Executive Director
Location: New York, NY

Who We Are:

Located in New York City, Crime Lab New York designs, tests, and scales programs and policies to reduce crime and violence.

Crime Lab New York uses randomized controlled trials, insights from behavioral economics, and predictive analytics to generate evidence about strategies that do the most social good. With this body of evidence, CL-NYC partners with local civic and community leaders to make the most cost-effective and targeted investments.

Crime Lab is part of the University of Chicago's Urban Labs, 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 & environment.

To learn more about Crime Lab New York, visit: <https://urbanlabs.uchicago.edu/labs/crime-new-york>.
For more information on Urban Labs, visit: <https://urbanlabs.uchicago.edu/>.

Role:

The Executive Director will have overall strategic and operational responsibility for the Crime Lab New York office including staff, programs, expansion, and execution of its mission. The Executive Director will report to the Crime Lab's current Chicago-based Executive Director and work collaboratively with research directors, external partners and Crime Lab staff in both Chicago and New York.

The ED will be thoroughly committed to the mission of the Crime Lab and Urban Education Lab, and have proven leadership, coaching, and relationship management experience.

Responsibilities:

Leadership & Management:

- Provides strategic planning and leadership with academic directors for the New York office
- Oversees the management, staffing, budgeting, and development of Crime Lab New York programming
- Builds portfolio of interdisciplinary research and oversees the implementation of planning for core programmatic and NY research operations

Fundraising/Communications/Outreach

- Develops, strengthens, and diversifies a sustainable funding model for continued growth that ensures adequate revenues and institutional support sufficient to maintain high quality programmatic activities
- Represents the Crime Lab New York at all appropriate public functions to publicize the organizations activities and garner new opportunities
- Develops strategies for outreach and establishes good working relationships and collaborative arrangements with city leaders, community groups, funders, policy makers, and other organizations to help achieve the goals of office
- Responds to media inquiries and oversees a communication strategy and marketing efforts aimed at increasing the visibility of the Crime Lab and Urban Education Lab

Human Resources/Fiscal/Risk Management

- Works with management team to develop an organizational infrastructure that will support anticipated growth and ensures that programmatic objectives are supported internally
- Supports inclusive annual strategic planning process and ensures planning decisions are used in setting annual project and organizational goals
- Promotes an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, and teamwork
- Oversees the implementation of a financial model for ongoing operations that ensures reasonable revenues and institutional support sufficient to maintain programmatic activities
- Identifies and evaluates the risks to the organization, staff, partners, finances, goodwill, and image and implement measures to control risks

Education & Experience:

- Advanced Degree
- At least seven years of management experience

Competencies:

- Unwavering commitment to rigorous research-based evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- 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 business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Knowledge of current community challenges and opportunities relating to the mission of the organization

To Apply: Resume, Cover letter, Writing sample, and Unofficial transcript from the highest degree program received to https://jobopportunities.uchicago.edu/applicants/jsp/shared/search/Search_css.jsp, requisition number **104072**.

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