

NYC OFFICE OF THE MAYOR
MAYOR'S OFFICE OF CRIMINAL JUSTICE



Position: Executive Director, Office for the Prevention of Hate Crimes (OPHC)

Location: New York, New York

ORGANIZATIONAL PROFILE: The Mayor's Office of Criminal Justice (MOCJ) advises the Mayor and First Deputy Mayor on criminal justice policy and is the Mayor's representative to the courts, district attorneys, defenders, and state criminal justice agencies, among others. The office designs, deploys, and evaluates citywide strategies to drive down crime, reduce unnecessary arrests and incarceration, and improve the system's fairness.

MOCJ houses the newly created Office for the Prevention of Hate Crimes (OPHC), which is mandated under Local Law Int. 1234-2018. The mission of OPHC is to coordinate among community-based organizations, NYPD, CCHR, and other agencies on prevention of and responses to hate crime; to plan and implement a coordinated, cooperative citywide response for prevention, education, investigation, prosecution, and impacts on communities from hate crimes; and, to review and prioritize budget requests for all community-based and city agency programs related to hate crimes.

JOB RESPONSIBILITIES: MOCJ is seeking a well-qualified individual to oversee the inter-disciplinary, community-based, and coordinated agency approach required under the new local law. Under the guidance of the MOCJ Director, with wide latitude for initiative, judgment and action, the Executive Director for OPHC will serve as MOCJ's senior level member responsible for developing and implementing innovative solutions to the current rise in hate crimes, advising the Director on long-term prevention and reduction strategy of hate crimes, and ensuring that OPHC's policies and programming are effectively implemented and advance strategic goals. The ideal candidate will have years of experience in community-based engagement and/or law enforcement, as well as demonstrated experience building and implementing transformational, large-scale coalition and/or criminal justice programs. The desired candidate's skills and responsibilities should include and not be limited to:

- **Demonstrated operational leadership and success designing and implementing innovative programs**
- This includes experience planning, formulating, and executing policies and programs with executive staff on behalf of an agency head and/or senior executives.
- The Executive Director is to take a holistic approach to preventing hate crimes, enhancing law enforcement responses and resources, but also developing and coordinating education-based and community-driven prevention strategies and coalitions to address lack of understanding and biases fueling the crimes and to foster reconciliation and healing for victims.
- **Demonstrated project management and problem-solving skills, with ability to design and implement large-scale, long-term strategic plans**

- This includes experience that will allow the Executive Director to effectively work with the MOCJ Director and senior staff to develop a comprehensive hate crimes' prevention and crime reduction plan;
- The Executive Director should have the ability to develop and implement coalition and multi-agency strategies that further OPHC's key goals and are targeted to the specific problem of hate crimes.
- **Ability to provide thought leadership on areas of emerging concern in preventing hate crimes, informed by knowledge of community needs, the dynamics that cause hate crimes, and the adult and juvenile criminal justice systems in New York City**
- This includes experience proposing innovative approaches to complex problems, and the ability to develop policy positions for the Mayor's Office on key areas of existing and emerging concern related to hate crimes, including preparing reports, policy statements, testimony, and other written materials.
- **Effective leadership and communication skills, with the capacity to engage credibly with both internal and external stakeholders and advise the MOCJ Director on OPHC operations and objectives**
- This includes a proven ability to establish and maintain effective working relationships with law enforcement, judicial and other government agencies at the city, state, and federal levels, and with non-profits, foundations, community groups, and others.
- The candidate should possess strong oral and written communication skills, including skill at public speaking and the proven ability to present the agency's position in meetings with community-based groups and high level officials and other governmental and private entities.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- A minimum of seven years of full-time professional experience (or three years with MOCJ) working in a community-based organization or a prosecutor's or defender's office, a police department, the court system or another substantial public or private concern engaged in day to day operations relating to criminal justice and/or public engagement, 18 months of which must have been in an executive, managerial, administrative, or supervisory capacity;
- A BA in relevant field required. A J.D. from an accredited law school or a graduate degree are preferred;
- Knowledge of the issues that face the New York State and New York City criminal justice systems;
- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, solve problems, balance competing priorities, work independently and within a fast-paced and team environment, pay close attention to detail, meet deadlines, and work well under pressure;
- Effective and creative leadership ability with the capacity to work both independently and cooperatively to effect key strategies.

SALARY: Commensurate with experience

TO APPLY: Submit a cover letter, resume, and three (3) references to [\[Link\]](#). Please be sure to include "Executive Director OPHC" in the subject line.

New York City Residency Is Required Within 90 Days of Appointment
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