

## **Jesuit Social Research Institute (JSRI) at Loyola University New Orleans**

### **Executive Director Job Description 2021**

Loyola University New Orleans is a Catholic, Jesuit university, located in the heart of the picturesque Uptown neighborhood in New Orleans. For more than 100 years, Loyola has helped shape the lives of our students, as well as the history of our city and the world, through educating men and women in the Jesuit traditions of academic excellence and service to others. Our more than 50,000 living graduates serve as catalysts for change in their communities around the world as they exemplify the comprehensive, values-laden education they received at Loyola.

The Executive Director (Director) of JSRI holds a full-time appointment with extraordinary faculty status and reports directly to Loyola University's Dean of the College of Arts and Sciences.

The Jesuit Social Research Institute (JSRI) was founded in 2007 to transform the Gulf South through action research, analysis, education, and advocacy on the core issues of poverty, race, and migration through the lens of Catholic Social Teaching. As part of an organizational restructuring, JSRI will be accomplishing this mission by focusing on issues related to the criminal legal system in Louisiana. JSRI is a collaboration of Loyola University New Orleans and the United States Central and Southern (UCS) Province of the Society of Jesus (the Jesuits).

In addition to financial management and fundraising, the Director is responsible for the overall management of JSRI's primary activities, which will include: i) convening and participating in faculty workgroups on criminal legal system issues such as immigrant detention, prison and jail conditions, reentry, etc.; ii) supporting a new prison education program directed by a faculty member; iii) developing and supporting other projects on criminal legal system reform, such as our project currently underway in the Orleans Parish DA's office; and iv) public education and advocacy related to criminal legal system reform. The Director regularly consults with the JSRI Board of Advisors and provides periodic reports to the President of Loyola and UCS Provincial.

The Director works with other university personnel to promote social justice research, education, and advocacy, including: the offices of the President and the Provost; Student Affairs; University Ministry; the Office of Advancement; Office of Research and Grants; programs in other colleges of Loyola; and other various faculty, staff and students who are interested in the criminal legal system and faith-rooted social justice. The Director encourages and maintains close collaborative relationships with other potential on-campus partnerships, for example: Loyola Institute of Ministry (LIM), Gillis Long Poverty Law Center, the Office of Diversity, Equity and Inclusion, and the Loyola University Community Action Program (LUCAP), etc.

The Director represents JSRI in its external relationships with the Central and Southern Jesuit Province and province ministries and Jesuit communities, national organizations, state Catholic conferences, diocesan offices, other institutes within the Jesuit network, and other centers/institutes with similar missions.

#### **Principal Duties and Responsibilities:**

- **Administration:** Undertake personnel matters such as hiring, training, guidance, and staff development; recruit faculty for workgroups; support the director of the prison education project and leader of the Orleans parish reform project; oversee budget development and compliance;

oversee development of appropriate support infrastructure for JSRI's various programs and initiatives; ensure the optimal utilization of resources to operate programs and initiatives; establish and carry out strategic planning and policies for programs; develop and maintain an organizational structure that integrates and builds on strengths of Loyola University, programs, and staff.; plan and lead staff meetings and plan Advisory Board meetings; develop reports to the Dean, JSRI Advisory Board, Loyola President, Finance Office, and Jesuit Provincial and staff.

• **Development:** Work to identify and secure adequate funding for present and potential JSRI programs from university, province, and outside sources, including fundraising and grant writing; work with the offices of University Advancement and Research and Grants, among others, to develop and implement fundraising strategies for existing and future JSRI programs and staff; develop appropriate program and finance reports for funders; garner honoraria to support JSRI work.

• **Research and Education:** Organize, support, and participate in faculty workgroups for research on issues of the criminal legal system; develop publications for the promotion of research; deliver talks and serve on panels regarding issues related to the criminal legal system and Catholic Social Teaching; attend conferences on issues related to the criminal legal system and/or Catholic Social Teaching.

• **Community/regional outreach:** In collaboration with JSRI staff, develop and maintain successful community/regional and Jesuit partnerships, including with grassroots advocacy organizations led by marginalized communities; facilitate partnerships with university faculty and staff, as well as student groups; represent JSRI's programs to the community/region and Jesuit works, especially in the Central and Southern Province, in order to attain future support and collaborations; network with social researchers and institutes in other Jesuit Universities, particularly those in the Central and Southern Province.

• **University outreach:** Work with the office of the President, the Provost, Deans, and University Ministries to promote faith-related social justice activities (research, teaching, immersions, advocacy, etc.); serve on appropriate college and university committees; and promote faith/justice education for faculty, staff and students.

### **Qualifications:**

- A terminal degree in a field related to the mission of JSRI (e.g. law, sociology, political science, social work, theology, etc.).
- 5 years of experience in social science, political science, social work, law, criminal justice advocacy or a related field. Expertise in issues related to the criminal legal system.
- A proven track record of successful grant writing/application and grant award management with both internal and external sources. Creative and innovative experience with grant-supported advocacy work.
- Ability to manage, supervise, and support faculty affiliates and staff.
- Commitment to foster and promote Catholic Social Teaching and the Jesuit tradition of "the faith that does justice" as an integral part of the University's overall intellectual commitment to research, teaching excellence and service.
- Experience with strategic planning and implementation, resource development and allocation, research and education, community outreach, and university outreach.

- Experience with effective fundraising and building relationships, such as institutional officers and academic leaders, and community leaders.
- Experience with implementing and developing fundraising strategies for university programs and staff.
- Knowledge of methodologies for conducting qualitative and quantitative social research.
- Knowledge of presenting research and advocacy within the realities of social media.
- Excellent verbal and written communication skills. Effective skills in editing and presenting ideas and concepts.