



JUST CITY
**DEPUTY EXECUTIVE DIRECTOR/
CHIEF OF STAFF**

MEMPHIS, TN
\$125,000-\$135,000



The Organization

We are Just City. Founded in 2015, our mission is to ensure the criminal legal system is fair for all people, regardless of wealth, race, or ethnicity. Our vision is to make that system smaller, fairer, and more humane, starting in Memphis, Tennessee. **Come make an impact at Just City!**

The Opportunity

As the **Deputy Executive Director & Chief of Staff (DED/COS)**, you will serve as a strategic partner to the Executive Director and a central leader in driving organizational effectiveness, operational excellence, and mission alignment across Just City. You will oversee program operations, internal experience, communication and advocacy, and development functions — ensuring that each team is supported, coordinated, and positioned for impact.

You will manage the Program Managers, the Manager of Internal Experience & Operational Effectiveness, the Communication & Advocacy Manager, and the Director of Development & Board Relations. You will ensure that cross-functional work is aligned, that staff have the systems and support they need to thrive, and that the Executive Director's strategic priorities are translated into clear, actionable plans.

This role is ideal for a leader who can hold the big picture while ensuring excellence in the day-to-day.

You will report directly to the Executive Director and work out of Just City's office in Memphis. Limited travel may be required.



How You'll Fulfill Your Mission

Lead:

- Serve as second-in-command to the Executive Director, providing strategic leadership across programs, operations, communication, and development.
- Manage and support the Program Managers, Manager of Internal Experience & Operational Effectiveness, Communication & Advocacy Manager, and Director of Development & Board Relations.
- Translate organizational strategy into clear priorities, workflows, and accountability structures.
- Lead cross-departmental coordination to ensure alignment, communication, and operational clarity.
- Demonstrate and uphold Just City's core values by practicing the organization's behavior-based competencies in daily work, interactions, and decision-making, ensuring that integrity, accountability, action, and people-first service guide how we show up for each other and the community.

Drive Operational & Financial Excellence:

- Oversee the organization's budget development, expense management, and forecasting processes, ensuring accuracy, transparency, and alignment with strategic priorities.
- Partner with the Executive Director to prepare financial updates for the Board and funders.
- Ensure program managers and department leads understand and manage their budgets effectively.
- Strengthen internal systems, processes, and organizational rhythms to ensure efficiency, transparency, and consistency.

Strengthen Programs:

- Provide strategic oversight to the Clean Slate, Court Watch, and Bail Fund Program Managers, ensuring program quality, data integrity, and alignment with organizational goals.
- Support program evaluation, data-driven decision-making, and continuous improvement.
- Ensure program insights inform advocacy, communication, and development efforts



Advance Communication & Advocacy:

- Shape Just City's public voice, narrative strategy, and advocacy priorities.
- Ensure program data, client stories, and organizational insights are translated into compelling public education and policy influence

Support Development & Board Relations:

- Collaborate with the Director of Development & Board Relations to strengthen donor stewardship, fundraising strategy, and Board engagement.
- Support preparation for Board meetings, retreats, and committee work.
- Ensure the Executive Director and Board receive timely, accurate, and strategic information.

Performance Management & Staff Development:

- Oversee the organization's performance management system, including goal-setting, mid-year and annual reviews, and continuous feedback practices.
- Ensure every staff member has clear expectations, aligned goals, and meaningful development opportunities.
- Partner with the Manager of Internal Experience & Operational Effectiveness to identify training needs and coordinate professional development.

Represent:

- Represent Just City at community events, partner convenings, and state or national gatherings as needed.
- Build strong relationships with partners, stakeholders, and community leaders.

Why We Value You

- You have previous experience serving as an Executive Director, Deputy Executive Director, or senior organizational leader with responsibility for strategy, operations, and cross-functional coordination.
- You have demonstrated experience as an immediate manager, including directly supervising staff, developing managers, and leading multi-disciplinary teams.
- You have experience in nonprofit leadership, organizational development, or operational management.



- You have a background in program management, policy, advocacy, or community-based work.
- You have strong financial management skills, including budgeting, forecasting, expense oversight, and supporting others in financial stewardship.
- You have deep experience with HR coordination, performance management systems, and staff development practices.
- You have direct experience supporting Boards of Directors or senior leadership teams, including preparing materials, facilitating meetings, or coordinating governance processes.
- You can design and improve internal systems, workflows, and organizational rhythms that enhance clarity, efficiency, and accountability.
- You have experience in using data and insights to drive decision-making, evaluation, and continuous improvement.
- You have a demonstrated commitment to justice, equity, and community-centered leadership, with the ability to navigate diverse teams and complex environments.
- You are an excellent communicator — clear, grounded, and able to navigate complexity with calm and confidence.
- You understand nonprofit environments, especially those working in justice, equity, or community-centered spaces.
- You are committed to equity, staff wellbeing, and building a healthy organizational culture.
- You are comfortable in a fast-paced, startup-style nonprofit environment and bring resilience, adaptability, and a low-ego leadership style.

Desired Multipliers:

- Experience in nonprofit leadership, organizational development, or operations.
- Background in program management, policy, advocacy, or community-based work.
- Experience supervising managers or multi-disciplinary teams.
- Strong financial management skills, including budgeting, forecasting, and expense oversight.
- Familiarity with HR coordination, performance management, and staff development.
- Experience supporting Boards of Directors or senior leadership teams.



- Ability to use data and insights to drive decision-making and organizational learning.
- A demonstrated commitment to justice, equity, and community-centered leadership.

Diversity, Equity, & Inclusion

At Just City, we aspire to accelerate community-driven solutions to the problems presented by the criminal justice system. In order to build the strongest team possible, we actively seek a diverse applicant pool with talent that has an awareness of systemic bias and cultural competency for the work we do. Being diverse and inclusive isn't just something we strive for, it is who we are, and part of what we do each and every single day. We want to ensure that as an employee, you feel Just City is a place where, no matter who you are, you feel safe, included, and that you have the opportunity to bring your unique self to work.

Just City is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status. If you are unable to submit an application because of incompatible assistive technology or a disability, please contact us at work@justcity.org or (901) 206-2226. We will make every effort to respond to your request for disability assistance as soon as possible.

Benefits

Benefits are an essential part of your total compensation for the work you do every day. Whether you're single, in a growing family, or nearing retirement, Just City offers a variety of comprehensive and competitive benefit programs to meet your needs including:

- Covering 100% of your total health, dental, and vision insurance premiums as part of an existing group insurance plan
- Reimbursement of up to \$2,000 annually for costs incurred for psychotherapy treatment
- Match of up to 3% of your contribution to a Northwestern Mutual Simple IRA
- Provided computer and electronic equipment suitable to meet the requirements of the position and a monthly telephone stipend



To Apply

Send resume and cover letter to:
Tanya Frey, CEO of Terra Firma Consulting
Email: careers@terrafirmallc.com

