LISA STEPHENS

EXPERIENCE

Institute for Nonviolence Chicago
Chief Operating Officer, January 2016 - present

- Open the Chicago office, work successfully with a fiscal agent to establish the non-profit organization, and create a plan for building internal financial management capacity.
- Create and implement a strategic plan, and build the Institute's identity.
- Build a team to help execute work plan, hire staff to be deployed to the first Chicago neighborhood.
- Assist the Executive Director in the development of policies, strategies, and work plans for the organization that are compatible with the Institute's vision and mission.
- Develop policies, strategies, and work plans in partnership with the Executive Director that are compatible with the Institute's mission, and ensure that appropriate resources are in place and protocols are followed to reduce risk to the organization.
- Lead, coach, develop, and retain staff with an emphasis on developing human capital capacity and keeping staff accountable to the mission and their goals.
- Develop and implement training and support programs to maintain well-being, and expand the capacity of all staff.
- Develop and implement a system for tracking and reporting on the progress of the work in accordance with the strategic plan and link to evaluation outcomes.
- Prepare and submit an annual operational budget, manage effectively within the budget.
- Oversee the production of clear and timely financial reports to the Board and agency funders.
- Ensure the continued financial viability of the Institute through sound fiscal management.
- Provide effective and inspiring leadership by being actively involved in all programs, and developing a broad and deep knowledge of all programs.
- Manage and cultivate existing relationships, in partnership with the Executive Director, with funders and external constituencies including community and government partners.

Illinois Criminal Justice Information Authority – Chicago, Illinois
General Counsel/Chief of Staff, April 2010 – January 2016

- Serve as advisor to the Executive Director on policy and legal matters.
- Provide mission driven leadership, direction and policy making decisions for the Authority and its staff.
- Develop and guide critical programs and policies statewide.
- Prepare agency budget with Executive Director and CFO.
- Provide legal services to the Authority regarding access to information, privacy and security concerns, FOIA and interagency funding agreements.
- Direct the Authority's legislative program.
- Supervise legal and professional staff engaged in legal research, drafting rules and legislation, memorandum and policy analysis; as well as, grant fund recovery actions.
- Oversee the Office of Public Information.
- Oversee Labor Relations – advise managers and Executive Director on labor relations issues; resolve 3rd level grievance; serve as part of the management team during Master contract negotiations; negotiate supplemental agreements with Union.

Illinois Department of Financial and Professional Regulation, Division of Professional Regulation - Chicago, Illinois
Chief of Medical Prosecutions, October 2007 – April 2010

- Supervise 5 staff attorneys and 5 law clerks.
- Write and file: complaints, discovery, motions, response to motions, and consent orders.
- Conduct preliminary hearings, pre-hearings, and formal hearings before administrative law judges.
- Conduct disciplinary conferences in front of members of the Medical Disciplinary Board.
- Negotiate settlement agreements with physicians and their attorneys.
- Present, write and edit: legislation, rules governing the Medical Practice Act, departmental policy and prosecutions manual.
- Serve on the complaint committee of the Medical Disciplinary Board.
- Created and implemented the Patient Advocate Liaison Program (PAL).

Cook County State's Attorney's Office - Chicago, Illinois
Assistant State's Attorney, July 2000 – October 2007

- **Domestic Violence, Target Abuser Call** – Vertical prosecution of Domestic Violence related offenses. Secured victim cooperation in proceeding with criminal prosecution. Coordinated efforts with Victim Witness Specialist and Court Advocates to secure criminal convictions. Litigated pre-trial motions, conducted preliminary hearings, bench and jury trials, negotiated plea agreements and participated in sentencing hearings.
- **Felony Review** – Interviewed victims, witnesses, police officers and offenders during the investigation of a criminal case. Memorialized written and oral confessions from offenders. Exercised independent judgment to work with and maintain confidential and sensitive information.
- **Narcotics** – Maintained a felony preliminary hearings court call. Participated in hundreds of bond hearings. Presented cases before the Grand Jury for indictment. Maintained a felony narcotics courtroom consisting of hundreds of cases. Litigated numerous bench and jury trials through verdict. Maintained an individual caseload consisting of approximately 50 felony cases in the Special Prosecutions unit of the Narcotics Division. Litigated each case from inception through disposition.
- **Traffic** – Maintained a court call consisting of hundreds of cases. Researched, filed and argued numerous pre-trial motions. Consulted with victims and negotiated plea agreements. Litigated hundreds of criminal bench trials and several jury trials through verdict. Participated in numerous sentencing hearings. Efficiently and successfully brought cases to a resolution.

Cook County State's Attorney's Office - Chicago, Illinois
Law Clerk, Felony Trial Division, August 1999 – May 2000

- Assisted prosecutors in trial preparation and legal research. Litigated several motions and bench trials under Supreme Court Rule 711.

EDUCATION

Chicago Kent College of Law, Chicago, IL
Juris Doctor, May 2000

University of Toledo, Toledo, OH
Bachelors of Arts in Political Science, December 1993