

JOB ANNOUNCEMENT

RELEASE DATE: April 18, 2011

POSITION: Director of Federal Programs and Strategic Initiatives

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to www.equaljusticeworks.org to learn more about Equal Justice Works.

**GENERAL JOB
DESCRIPTION:**

The Director will oversee and expand our federally funded AmeriCorps programs and help Equal Justice Works explore and develop new federally funded initiatives. The Director must be able to represent the organization at the most senior levels with peer organizations, the U.S. Government and foundations. The ideal candidate will be a strong team player with senior management experience, an acute understanding of the federal grant process and a strong working knowledge and comfort with government relations. The Director, a vital part of the senior leadership team, reports to the Deputy Director. We hope to fill the position by mid-June.

The Director will:

- Manage 5-7 staff members with a range of skills and expertise to ensure successful implementation of the AmeriCorps programs, the U.S. Department of Justice supported Public Defenders Corps program, and other on-going federally funded initiatives.
- Work closely with leadership to explore, recommend, and create new federally funded programs, projects, and strategic partnerships in support of Equal Justice Works' overall strategic plan.
- Have a demonstrated ability to work with partner organizations and to collaborate effectively with other programs within an organization.
- Lead efforts on expanding our on-going work with homeless

- veterans.
- Develop and implement annual work plans.
 - Oversee systems to ensure compliance with grant requirements.
 - Establish annual performance measures and conduct periodic assessments of progress toward the established objectives.
 - Develop and manage roll-out plans, including budgets, and deliverables for current and new programs.
 - Participate on panels and present at trainings, conferences, events, and symposia.

Required Qualifications

- Eight years+ management experience of a department, with a minimum budget of \$1 million and at least five full time staff members.
- Demonstrated track record of successful development, cultivation and implementation of federally-funded programs.
- Knowledge and experience with budgeting processes.
- Experience with program evaluation, training, and leadership development.
- Expertise in raising program funding from various sources, including the U.S. Government (e.g. Department of Justice, Department of Veterans Affairs, State Department, and USAID), international organizations, and foundations.
- Experience helping to design, implement, and participate in an advocacy and issue specific campaign.
- JD with a minimum of three years of experience working as a practicing lawyer in a non-profit organization, General Counsel's office, law firm, or governmental agency.

Preferred Skills

- Experience with AmeriCorps or other federally funded program.
- Experience as a Congressional staff or committee member or senior-level work experience in a federal agency.
- Experience as a public defender.
- "Train the trainers" experience or curriculum development.
- Experience in program management in a consulting firm.

**SALARY AND
BENEFITS:**

Salary between \$110k to \$125k, commensurate with experience; comprehensive and generous benefits package. Travel is required. Applications are due **by Sunday, May 8th**. Please send your resume and a cover letter responding to the requirements of the position. Applications should be submitted to federaldirector@equaljusticeworks.org. No phone calls will be accepted.