

# FEDERAL DEFENDER SERVICES OF IDAHO, INC.

THE COMMUNITY DEFENDER ORGANIZATION FOR THE DISTRICT OF IDAHO

## JOB ANNOUNCEMENT FOR EXECUTIVE DIRECTOR

### **ABOUT FEDERAL DEFENDER SERVICES OF IDAHO, INC.**

Federal Defender Services of Idaho, Inc. (FDSI) is a nonprofit, Community Defender Organization for the District of Idaho with offices in Boise and Pocatello. In addition to our trial unit, we have a capital habeas unit in our Boise office. We are organized under 18 U.S.C. § 3006A(g)(2)(B) and represent indigent persons accused of criminal offenses in federal court as well as persons under death sentences mainly in Idaho but also other states. We are independent from the local federal judiciary and funded by a sustaining grant awarded by Congress under the Criminal Justice Act. A thirteen-member Board of Directors oversees the work of the organization.

Clients represented by our trial unit can be charged with a variety of federal offenses including those related to immigration, drugs, firearms, financial matters including fraud, bankruptcy and taxes, child pornography, bank robbery, human trafficking, national security matters and cases arising on Indian reservations located in Idaho.

FDSI presently employs 14 attorneys and over 20 support personnel. We have capable and distinguished trial and appellate lawyers assisted by highly trained and dedicated investigators, paralegals, an in-house Spanish interpreter and other support staff. Several members of our office have been nationally recognized as being outstanding in their respective fields.

### **OVERVIEW OF THE POSITION**

The present executive director has held this position for over twenty-five years. The new executive director should be a skilled and experienced criminal defense trial attorney capable of holding a leadership position in a public defense organization and passionate about representing the indigent accused. As such, the executive director must be able to work with various federal agencies, other defender organizations, and the Courts, and advocate for the interests of our organization and the larger criminal defense community. The executive director should have a track record of effective leadership, collaborating with others, and the ability to motivate, support, and develop diverse staff at all levels of an organization. The executive director should be skilled at raising awareness of federal criminal defense work within the community and stewarding the work of the organization into the future. The executive director is expected to carry some caseload, fill in where needed, and appear frequently in federal court so as to inspire and provide an example to others.

The executive director's many duties include:

### **Strategic and Inspirational Leadership**

- Serving as a mentor, role model and superb practitioner of federal criminal defense trial practice.
- Collaborating with the Board to develop innovative plans for advancing the work and mission.
- Maintaining communication with the Board on critical budgetary, strategic, and program issues.
- Collaborating with supervising attorneys on matters of policy, procedures, practices and strategies.
- Ensuring a high level of staff productivity and quality work product throughout the organization while fostering employee morale and cohesiveness.
- Inspiring, supervising, coaching, and evaluating experienced attorneys.
- Implementing policies and practices that foster a diverse and inclusive staff.
- Effectively representing FDSI clients in all phases of litigation.

### **External Relations/Advocacy**

- Advocating for the interest of the defense community administratively and substantively in Idaho.
- Advancing the interests of the federal criminal defense system at the national level through individual advocacy and by serving on working committees and advisory groups that inform policy and administrative matters.
- Representing the organization through all manner of public speaking engagements at district conferences, meetings with the bench, public events, etc., and in teaching young lawyers and law students locally and nationally. This includes an emphasis on continuing training for attorneys within the office and the larger criminal defense community in Idaho.

### **Administrative Management**

- Developing and managing budgets and financial plans.
- Working with the Board to ensure fiduciary and regulatory compliance responsibilities are fulfilled in a transparent and responsible manner.
- Handling personnel issues including conflict resolution, discipline and termination.
- Ensuring policies and procedures are in place to protect the organization.

### **QUALIFICATIONS**

- At least 7 years of criminal trial experience, preferably federal criminal defense experience.
- Member in good standing of each state bar in which applicant is admitted to practice.
- Excellent communication and relationship building skills.
- Management experience including budgeting.
- Advocacy, public speaking, and teaching skills.
- Prior experience supervising, coaching and mentoring a senior team and inspiring line staff.

**SALARY:** \$166,500 (equal to the salary of the U.S. Attorney for the District of Idaho) plus full benefits and a robust retirement plan.

**APPLICATION DEADLINE:** March 2, 2020.

**HOW TO APPLY:** Please electronically submit a resume, cover letter, writing sample, and the names of three references whom we may contact to the following: [Kelsey\\_Brown@fd.org](mailto:Kelsey_Brown@fd.org).

FDSI is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.