

**FEDERAL COMMUNITY DEFENDER OFFICE  
EASTERN DISTRICT OF PENNSYLVANIA**

**JOB ANNOUNCEMENT**

**EXECUTIVE DIRECTOR**

**I. The Office**

The Federal Community Defender Office for the Eastern District of Pennsylvania represents indigent persons accused of criminal offenses in federal court and provides representation as well for state and federal defendants seeking federal habeas corpus relief from capital and non-capital convictions. The Office is independent from the federal judiciary and is funded by a sustaining grant awarded by Congress under the Criminal Justice Act, 18 U.S.C. § 3006A(g)(2)(B). Compliance with applicable Judiciary policies is a condition of the grant. The Office operates under the supervision of the Board of Directors of the Defender Association of Philadelphia.

The Office has two units. First, there is the traditional trial unit which includes separate appellate and non-capital habeas divisions. The trial unit provides representation to indigent defendants in criminal proceedings in the Eastern District of Pennsylvania, the Third Circuit, and the United States Supreme Court. The traditional unit consists of 30 lawyers along with paralegals, investigators, and administrative support staff. Second, there is the Capital Habeas Unit that provides representation for persons convicted of capital offenses in state and federal court who challenge their convictions and sentences in federal habeas corpus proceedings. The Capital Habeas Unit is also appointed to represent habeas clients in other federal districts and circuits throughout the country. The Capital Habeas Unit has a staff of 57 lawyers along with paralegals, investigators, and administrative support staff.

**II. Executive Director Position**

In selecting a new Executive Director, the Board of Directors will consider persons with federal criminal defense experience who have strong leadership skills and are capable of managing the Office and its litigation units.

The Executive Director:

- Collaborates with senior staff in the application of, and compliance with, Judiciary policies, procedures, and practices;
- Collaborates with the Board of Directors on the work of the Office, and more specifically on budgetary, personnel, and program issues to ensure compliance with federal, state and local mandated fiduciary and regulatory responsibilities;
- Implements policies and practices that foster a diverse and inclusive staff;
- Serves as the Chair of the Criminal Justice Act Selection Committee. The Committee reviews, evaluates and recommends CJA applicants to the Court for appointment to the CJA Panel. The Defender also coordinates and provides training on relevant federal criminal justice issues.
- Advocates for criminal justice reform and the interests of the defense community;

- Confers with other Federal Defender Offices to develop best practices in national federal defender policies and practices;
- Participates nationally with the Federal Defender community and the Defender Services Office of the Administrative Office of the United States Courts on relevant projects, working groups, and advisory committee issues;
- Handles personnel issues including hiring of staff, conflict resolution, and disciplinary actions.

### **III. Qualifications**

- Demonstrated proficiency in federal criminal defense and knowledge of federal habeas corpus practice;
- Member of the Pennsylvania Bar (or eligibility for admission within one year of appointment as Chief Defender);
- Communication and relationship skills with an ability to work with internal and external stakeholders;
- Supervisory or management experience;
- Advocacy, public speaking, and media relations skills;
- A commitment to lead by example, passion for federal defense work, and dedication to the mission of defender services.

**Salary:** \$176,300 annually. Full benefits provided.

**Application Deadline: August 15, 2022**

**How to Apply:** Please submit a resume and cover letter to:

[FederalDefenderApplications@troutman.com](mailto:FederalDefenderApplications@troutman.com)

*The Federal Community Defender Office is an equal opportunity employer.*