

**FEDERAL DEFENDERS
MIDDLE DISTRICT OF ALABAMA
FEDERAL DEFENDER PROGRAM, INC.**

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**JOB ANNOUNCEMENT
EXECUTIVE DIRECTOR**

The Board of Directors of the Middle District of Alabama Federal Defender Program, Inc., is seeking applicants to replace the Executive Director, who joined this office thirty years ago and is retiring after approximately twenty-six years in this position.

This organization represents indigent persons accused of criminal offenses in federal court and provides representation as well for Alabama Death Row 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 is organized as a non-profit corporation under the laws of Alabama and operates under the supervision of the Board of Directors.

The mission of the Middle District of Alabama Federal Defenders Program, Inc. is to provide high quality, client-centered representation to indigent defendants. In achieving this mission, this program works:

- To provide the highest quality legal representation;
- To assure every client of the total commitment of the organization to the importance of the client's well-being and of the client's legal matters;
- To advance the effectiveness of the legal system through excellence in legal scholarship and through on-going education and training of the criminal defense bar and the community;
- To foster and promote the high standards and ideals engendered by the Bill of Rights and the Criminal Justice Act; and
- To ensure that the courts administer justice to all persons on a fair and equal basis

The Office's Trial Unit represents indigent defendants in criminal proceedings in the Middle District of Alabama, the Eleventh Circuit, and the United States Supreme Court. The Capital Habeas Unit represents Alabama Death Row prisoners who are challenging their convictions and sentences in federal habeas corpus proceedings. The Board has also authorized creation of the Alabama Post Conviction Relief Project, to coordinate through volunteer efforts and recruit and support volunteer counsel representing Alabama Death Row prisoners in state post-conviction proceedings. The Office also manages and supports the Middle District's Criminal Justice Act Panel and provides regular training to the Panel, the bar, and the community, on indigent criminal defense issues and practice.

The Office has established Values of client-centered practice; good communication; consistency in performance; respect for clients, coworkers, and the community; commitment to excellence; transparency in decision-making; trust; and employee empowerment.

In selecting a new Executive Director, the Board of Directors will consider persons with federal criminal defense experience who have strong skills in management, litigation, and leadership, and who have a broad vision of indigent defense services and the possibilities for equity and justice.

Among other responsibilities, the Executive Director:

- Collaborates with senior staff in the application of, and compliance with, Judiciary policies, procedures, and practices, and in the creation and application of Office policies and procedures that support excellence in criminal defense;
- Collaborates with the Board of Directors on the work of the Office
- Supervises 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 Panel Selection Committee and supervises the monitoring and training of the Panel;
- 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.

To be considered for this position, an applicant must have:

- Demonstrated proficiency in federal criminal defense and knowledge of federal habeas corpus practice;
- Active Membership in good standing of a state bar or the bar of the District of Columbia;
- Communication and relationship skills with an ability to work with internal and external stakeholders;
- Supervisory experience;
- Management experience.
- Advocacy, public speaking, and media relations skills;
- Commitment to the Values adopted by this office;
- Commitment to lead by example, passion for indigent defense work, and dedication to the mission of defender services.

Possible salary for this position is up to \$195,200, depending on experience. The salary may not exceed the salary provided to the U.S. Attorney. This office provides excellent benefits.

To apply for this position, mail, fax, or email a letter describing your interest in and suitability for the position, along with a resume, reference names, addresses and phone numbers, and writing

sample, to: Kalandra Haynes, Supervisory Administrative Assistant. Her email address is Kalandra_Haynes@fd.org. Applications will be reviewed by the Board of Directors.

Do not phone regarding the position.

Applications will be taken until May 15, 2025. Hiring is dependent upon the appropriation of funding and approval of the funding source. This program is an Equal Opportunity Employer and provides equal opportunity for all qualified people who desire to use their skills and abilities in our workplace on behalf of our clients, regardless of gender, sexual orientation, race, national origin, age, religion or disability.

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