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| <b>Job Title</b>        | Executive Director   |
| <b>Employer/ Agency</b> | Texas Fair Defense Project   |
| <b>Job Description</b>  | <p>Major Duties and Responsibilities The Executive Director will provide strategic leadership for our programs and secure resources to strengthen our work. The Executive Director will be responsible for the overall management and operations of the organization, and work closely with TFDP's Board of Directors and staff. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Lead TFDP's successful programs to increase access to justice and improve the fairness of the criminal justice system, develop creative advocacy strategies to advance our mission, and coordinate organizational advocacy efforts across programs and departments.</li> <li>• Strengthen relationships with current institutional and individual donors, and expand TFDP's base of financial support in order to provide a solid foundation for our programs.</li> <li>• Manage and support TFDP's growing group of committed, hard-working staff;</li> <li>• Collaborate with staff and the Board of Directors to develop and support new programs and engage in long-term planning for the organization.</li> <li>• Set annual organizational goals and monitor performance toward achieving goals, while enhancing opportunities for personal and professional leadership development.</li> <li>• Develop a strategy to increase the visibility and impact of our work, and be a compelling spokesperson for the organization in public forums, meetings, and the media.</li> <li>• Develop and manage a diverse set of relationships, including with staff, Board, funders, the media, the courts, government agencies, elected and other state and local officials, pro bono partners, community and advocacy organizations, and client communities.</li> <li>• Ensure compliance with grant agreements, contracts, and other ethical and legal requirements.</li> </ul> |
| <b>Qualifications</b>   | The preferred candidate will demonstrate at least five years of relevant work experience, including proven skill at resource development and fundraising, program management, and grant administration. A license to practice law is not required, although familiarity with the criminal courts system in Texas is a plus.  |
| <b>Salary/Hours</b>     | Minimum \$100,000/year, 40 hours/week M-F. Some weekend and evening work required on occasion  |
| <b>Address</b>          | TFDP has an office in Austin, Texas and currently has several staff members working remotely from cities around Texas. Candidates should be prepared to discuss their proposed goals for virtual and in-person work.   |
| <b>City, State, Zip</b> | Remote and in Austin, TX   |
| <b>Contact Person</b>   | Allison Hartry   |

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| <b>Telephone Number</b>   |   |
| <b>Fax Number</b>         |   |
| <b>Email Address</b>      | ahartry@themoralesfirm.com  |
| <b>Application Method</b> | Please send a detailed cover letter, resume, writing sample demonstrating recent policy, advocacy, litigation, or fundraising work (5-10 pages total preferred, which can be a portfolio of shorter pieces), and a list of three references to Board President Allison Hartry at ahartry@themoralesfirm.com with the subject line "TFDP Executive Director Position." Applications will be reviewed on a rolling basis and posted until filled. |
| <b>Opening Date</b>       | Immediately   |

To post a job opportunity or if your response to this job posting results in successful employment, please email HYPERLINK "mailto:mswjobs@central.uh.edu" the GCSW Office of Alumni and Career Services at HYPERLINK "mailto:mswjobs@central.uh.edu" [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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