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| Job Title | Executive Director |
| Employer/ Agency | Texas Fair Defense Project |
| Job Description | <p>The Texas Fair Defense Project (TFDP) seeks an Executive Director. This position is a remarkable opportunity for an experienced, creative leader to build on TFDP's strengths and successes to increase our impact. Since 2006, TFDP has worked in the courts, the Texas Legislature, and local jurisdictions to improve procedural justice in the state's criminal courts, as well as justice system outcomes for economically oppressed people accused of criminal offenses.</p> <p>**A successful candidate can be located anywhere within the state of Texas or willing to relocate to Texas.**</p> <p><u>MAJOR DUTIES AND RESPONSIBILITIES</u></p> <p>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 reports to the Board of Directors.</p> <p><i>Organizational Leadership and Donor Development</i></p> <ul style="list-style-type: none"> • Lead TFDP's successful programs to increase access to justice and improve the fairness of the criminal justice system • Collaborate with, manage and support growing group of committed, hard-working staff • Pursue new funding opportunities for TFDP • Engage in long-term strategic planning for the organization • Ensure compliance with grant agreements, contracts, and other ethical and legal requirements • Set annual organizational goals and monitor performance toward achieving goals • Implement opportunities for personal and professional leadership development <p><i>Strategic Activism, Organizing and Communications</i></p> <ul style="list-style-type: none"> • Develop creative advocacy strategies to advance our mission • Coordinate organizational advocacy efforts across programs and departments and with partner organizations • Strategize to increase the visibility and impact of our work • Be a compelling spokesperson for the organization in public forums, meetings, and the media <p><i>Relationships and Community Building</i></p> <ul style="list-style-type: none"> • Work coalition partners to identify and execute collaborative programs • Strengthen relationships with current institutional and individual donors • Expand TFDP's base of financial support to provide a solid foundation for our programs • 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 |

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| Qualifications | <p>The preferred candidate will have the following experience:</p> <ul style="list-style-type: none"> • At least a Bachelor's degree and five or more years of relevant work experience. <u>The successful candidate to lead TFDP does not need to be a lawyer.</u> We are more interested in the candidate's depth of experience and how that experience will build on TFDP's strengths and successes to increase our impact • Experience managing staff and teams from a mix of backgrounds and perspectives • Proven skill at resource development and fundraising, program management, and grant administration • Experience with successful advocacy campaigns, program development, and project management • Commitment to diversity, equity and inclusion in all aspects of work • Strong writing and presentation skills • Ability to manage multiple tasks in a fast-paced work environment • A license to practice law is not required, although familiarity with the criminal courts system in Texas is a plus <p>The ideal candidate will also:</p> <ul style="list-style-type: none"> • Have a deep passion for TFDP's mission and core values • Demonstrate commitment to social justice and civil rights • Commit to taking the lead from the communities TDFP serves • Commit to raising one's cultural consciousness • Challenge oppressive practices on an interpersonal and institutional level • Possess and cultivate strong leadership skills • Effectively and respectfully communicate, collaborate, and connect with colleagues, external partners and people of various backgrounds, identities and experiences • Give and receive constructive feedback, demonstrate introspection and shift behavior accordingly |
| Salary/Hours | \$110,000-\$140,000 |
| Address | 314 E. Highland Mall, Suite 204 |
| City, State, Zip | Austin, Texas 78752 |
| Contact Person | Amy Grinstein, Board of Directors |
| Telephone Number | 713-557-8847 |
| Email Address | amygrin@sbcglobal.net |
| Application Method | Please send a detailed cover letter, resume, writing sample demonstrating recent policy, advocacy, litigation, or fundraising work, and a list of three references to Board President Allison Hartry at ahartry@themoralesfirm.com |
| Opening Date | Immediately |

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