

Federal Defenders of the Middle District of Georgia

JOB ANNOUNCEMENT EXECUTIVE DIRECTOR

About Federal Defenders of the Middle District of Georgia

The Federal Defenders of the Middle District of Georgia, Inc. (FDMDGA), is the public defender in the U.S. District Court for the Middle District of Georgia. It handles cases in the Magistrate and District Courts for the Middle District, the 11th Circuit Court of Appeals and the United States Supreme Court. Our sole mission is to represent indigent persons accused of federal criminal offenses.

The main office is in Macon, Georgia, with a branch office in Columbus, Georgia. Court is held in the Federal Courthouses in all five divisions of the Middle District – Albany, Athens, Columbus, Macon and Valdosta. The FDMDGA is a non-profit corporation governed by a volunteer Board of Directors and funded by Congress.

The Executive Director Position

The Executive Director should be a skilled criminal defense attorney and a skilled manager who has held a leadership position within the legal profession, especially within a public defense organization, and is passionate about representing indigent criminal defendants. The Executive should have a proven track record of collaborating with lawyers, investigators, and support staff in a team setting, and a proven ability and aptitude to support, nurture, and manage a diverse staff. The Executive must ensure the sound fiscal and operational management of the organization. The Executive should be skilled at raising awareness of federal defense work within the greater community, and stewarding the work of the organization into the future.

The Board is committed to hiring an Executive Director who is skilled and experienced in management and administration. The Executive should carry a minimal caseload, to keep current, but the vast majority of the Executive Director's work will be related to management and administration.

The following duties are included within the responsibilities of the Executive Director:

- Strategic Leadership
- Serving as a mentor, and exemplary practitioner of federal criminal defense practice
- Collaborating and communicating with the Board of Directors.
- Working in a transparent and collaborative way with FDMDGA staff on the creation of policies, procedures, and strategies for advancing the work of the office.
- Ensuring a high level of work-product quality throughout the organization while creating and maintaining a work culture that supports and sustains the wellness of individuals and the office as a whole.
- Inspiring, supervising, and evaluating attorneys and other staff.
- Implementing policies and practices to create, sustain and support a diverse staff and an inclusive work environment.
- Advocating for the interests of the defense community within the Middle District of Georgia.
- Representing the organization before the Courts regarding administrative issues.
- Developing strategic relationships which assist FDMDGA with contract and other business negotiations.
- Administrative Management
- Handling day-to-day personnel issues including conflict resolution, disciplinary action, and termination

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processes.

- Monitoring regulatory compliance and communicating compliance requirements to staff.
- Developing and monitoring budgets and financial plans.
- Working with the Administrative Director to ensure FDMDGA's compliance with fiduciary and regulatory responsibilities.

QUALIFICATIONS

- 10+ years of experience as a criminal defense lawyer.
- Proficient federal criminal defense practitioner.
- Licensed to practice law in at least one of the fifty states or the District of Columbia.
- Solid familiarity with the federal defense organization regulatory environment.
- Outstanding communication and relationship-building skills.
- Experience with and the ability to work well with people with diverse life experiences and understands the importance of diversity in a public defender office and a criminal law practice.
- Management experience within a public defender organization or its equivalent.
- Has proven track record of advocacy, public speaking, and media relations.
- Experience and aptitude supervising attorneys and other staff so as to create an effective work environment.

Salary: \$183,499.00

Posting Expiration Date: October 20, 2023 [45 days from date of posting]

How to Apply: Please submit a resume, cover letter and writing sample to Robert Half Legal, Attention Brigitte Talley, briceida.talley@roberthalf.com

Federal Defenders of the Middle District of Georgia, Inc., is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.