

POSITION OPENING

Announcement # 2025-02

CAPITAL TRIAL PROJECT DIRECTOR OF OPERATIONS

Preference given to applications received by August 15, 2025; open until filled

The Hiring Committee is accepting applications for the position of Capital Trial Project Director of Operations. This is a new position administratively hosted by the Federal Defender for the Middle District of Tennessee, though the successful applicant need not be located in Tennessee.

The Capital Resource Counsel (CRCP) and the Federal Death Penalty Resource Counsel (FDPRC) are the federal capital trial projects (commonly referred together as the "Trial Project") of the Defender Services Office (DSO) of the Administrative Office of the United States Courts (AOUSC). These projects work in close coordination to assist the federal courts, federal defenders, and CJA panel attorneys in connection with matters related to the defense function in federal capital prosecutions. The CRC are full-time salaried federal staff appointed as defense counsel in federal capital prosecutions, and the FDPRC resource counsel are part-time contractors who do not appear as counsel of record in their role with the Trial Projects.

The Capital Trial Project Director of Operations will supervise the CRC and oversee the FDPRC. The role requires capital trial experience but will not involve direct litigation or representation of clients.

The Position

It is anticipated that the position will involve the following:

- Supervision of the lawyers and support staff in the CRC and oversight and coordination of the FDPRC, including assigning CRC attorneys to individual cases
- Oversee the budget for both the Trial Projects
- Maintain an up-to-date national database of federal prosecutions in capital or capital eligible cases
- Identify and oversee recruitment of a diverse pool of lawyers who are "learned in the law applicable to capital cases" for possible appointment under 18 USC § 3005
- Assist Federal Defenders and courts in matching appropriate "learned counsel" with cases where the defendant or putative defendant is eligible for the federal death penalty by providing recommendations and information about the potential candidates

- Assist federal capital teams in preparing case budgets either through the courts and case budgeting attorneys or through the mega case protocols. The successful candidate will meet with Case Budgeting Attorneys as needed.
- Assist in the development and presentation of capital litigation training programs and materials to assist federal public defenders and court appointed private counsel
- Assist and oversee the maintenance of a website that provides access to a wide array of high-quality materials relevant to the defense of capital cases
- Assist the Defender Services Office (DSO) and the AOUSA, in responding to judicial inquiries concerning the defense function, case management, and case budgeting in federal capital cases
- Respond to Congressional inquiries directed the federal defender system concerning proposed capital punishment legislation
- Serve as a point-of-contact between the federal defender system and the DOJ regarding the administration of the federal death penalty and the Justice Department's capital protocols

Qualifications

The successful candidate will:

- Have a minimum 10+ years of experience as a criminal defense lawyer
- Demonstrate proficiency in capital and noncapital federal criminal defense and knowledge of capital and noncapital federal criminal appellate and post-conviction practice
- Be licensed to practice law in at least one of the fifty states or the District of Columbia
- Have a strong ability to supervise attorneys and other staff, fostering an effective and supportive work environment. Prior supervisory or management experience strongly preferred, and preferably within a public defender organization or its equivalent
- Possess extraordinary time-management and problem-solving skills in a high stress environment
- Possess extraordinary communication skills, both oral and written
- Demonstrate a deep commitment to leading by example, with a genuine passion for capital defense work and a steadfast dedication of the mission of defender services
- Have a demonstrated commitment to cultural sensitivity and possess experience collaborating with individuals from diverse backgrounds and life experiences

- Have knowledge of basic project management and trial presentation software combined with a curiosity for emerging technologies that increase efficiency and effectiveness.

Compensation and Benefits

This is a full-time position. Salary is capped at \$195,100, subject to COLA and statutory increases, and is commensurate with qualifications and experience and is subject to direct deposit. Federal employee benefits include health, dental, and life insurance, retirement, and a Thrift Savings Plan. This is a remote position though every effort will be made to provide office space in the federal defender office nearest to the successful applicant's place of residence.

Position announced July 11, 2025, subject to the availability of funds; open until filled.

Applicants should submit a cover letter, CV, contact information for three references, and a writing sample in ONE document to ins_ifcd_applications@fd.org prior by close of business August 15, 2025.

**The Federal Defender program is an Equal Opportunity Employer.
Women, minorities, and people with disabilities are encouraged to apply.**