

Federal Defenders of New York

Eastern District, Southern District, and Appeals for the Second Circuit

Job Announcement for: Director of Finance and Operations

Posted: March 13, 2026

Application Deadline: March 27, 2026

Salary Range: \$105,481 up to \$197,100 annually

Federal Defenders of New York (FDNY) is hiring for the role of **Director of Finance and Operations** (Administrative Officer). This is a **full-time, office-based position** that requires travel among all four of our offices (White Plains, Manhattan, Brooklyn and Central Islip) managing administration and operations and reports directly to the Executive Director.

Our Organization

FDNY is a nonprofit, community defender organization that provides legal representation to indigent persons accused of federal crimes in the Southern and Eastern Districts of New York and in the U.S. Court of Appeals for the Second Circuit. We are not a government agency, and our employees are not government employees. Our mission is straightforward: although we provide our services free of cost, our clients should receive the finest legal representation available at any price. A large part of our caseload involves immigration-related offenses, drugs, fraud, bank robbery, firearms, and internet-related crimes. We are looking for someone who is committed to equal justice and willing to fight vigorously for those accused of committing crimes.

Duties and Responsibilities

The Director of Finance and Operations is a one-of-a-kind position. We are looking for a leader who can work cooperatively and act independently, manage finite resources effectively, and understand the relationship between our office and the federal court system. The Director of Finance and Operations supervises seven staff members with administrative, financial, and information technology responsibilities, while also helping supervise office-wide operations and serving as a key executive advisor to the Executive Director.

The Director of Finance and Operations ensures compliance with the Guide to Judiciary Policy, Government Services Administration (GSA) rules and regulations, and directives from the Administrative Office of the U.S. Courts (AO), Defender Services Office (DSO), GSA, and other agencies as needed.

Essential duties and responsibilities include:

- General administration, management, and supervision:
 - Directly assist with day-to-day operations, process improvement, policy development, and short- and long-term strategic planning.
 - Supervise and direct administrative, financial, human resource and IT functions.
 - Develop and maintain internal controls to ensure adequate separation of duties exists for financial, procurement, property management, and human resource functions.
- Budget and financial management:
 - Manage financial operations, develop spending plans, and oversee accounting

functions, including the disbursement of appropriate grant funds and the preparation and management of annual audits and 990 filings. .

- Oversee the payroll process to ensure that bi-weekly payroll is made timely and accurately.
- Manage and review all payroll, benefits, and tax reporting assigned to the professional employer organization (PEO).
- Manage the office's accounting system to generate necessary financial data to share and review with the Executive Director.
- Prepare the annual budget, develop caseload projections, analyze staffing needs and resource allocation, and prepare hiring plans.
- Prepare monthly variance reports, status of funds reports, and workload reports for review and approval by the Executive Director.
- Assist with the annual report due to the Defender Services Office.
- Human resources and personnel management:
 - Develop strategies to recruit, hire, and retain a diverse workforce in tandem with the Director of Human Resources.
 - Collaborate on planning and implementing staff training and development with the Director of Training and Director of Human Resources.
 - Oversee a comprehensive onboarding and offboarding program for all new employees and interns.
 - Conduct performance evaluations for administrative staff.
- Procurement and property management:
 - Manage the procurement of supplies, equipment, furnishings, and professional services in compliance with judiciary procurement policy.
 - Train and supervise employees responsible for various procurement duties.
 - Collaborate with case management, custodial, disposal, and procurement administrators to manage records storage systems and accountable property inventories.

Qualifications & Experience

- A bachelor's degree from an accredited college
- At least six years of progressively responsible experience in public administration, financial management, office operations, or a related field, with a minimum of two years of managerial experience.
- Advanced proficiency in Excel, Quickbooks, Microsoft Office, and hands-on experience preparing financial statements for audits and annual tax returns.

Preferred Qualifications:

- An advanced degree in business administration, finance, public administration, organizational leadership, business analytics, or a related field.
- Prior experience in a state or federal public defender office, or comparable law office environment.

Benefits & Salary

The salary for this position starts at \$105,481 up to \$197,100. This range is consistent with the federal-pay scale guidelines and regulations. The salary is commensurate with the experience of the candidate as based within the range.

FDNY also offers excellent employer benefits, some of which include:

- Paid Vacation & Sick Leave
- Federal paid holidays
- Health insurance, including medical/dental/vision
- Group Life Insurance
- Flexible Spending Accounts
- Transit Subsidy Program
- Employee Assistance Program

All qualified applicants are encouraged to apply, as FDNY is dedicated to promoting a work environment that supports and respects all employees and applicants without regard to race, color, gender identity, national origin, religion, or disability. Our office is committed to building a workplace that embraces different identities, voices, and worldviews—valuing equity and the richness of varied lived experiences.

Interested Applicants

To apply, interested applicants must electronically submit a single pdf document that includes their cover letter and resume via [our application portal](#). All materials should be addressed to ***Tamara Giwa, Executive Director***, Federal Defenders of New York, 52 Duane St., New York, NY 10007. Phone calls and emails will not be accepted. The priority application deadline is **March 27, 2026**. However, applications will be reviewed on a rolling basis until the position is filled. Early submission is strongly encouraged.