



Head of Digital Communications & Learning

Organization

[Federal Defender Leadership Center](#)

Location

Fully Virtual / Remote

Type

Full-Time · Mission-Driven

Application deadline

Open until filled, first review: May 1, 2026

Salary range

\$107,411 - \$163,514 (could be higher depending on locality)*

Very few communications roles sit at the intersection of justice, leadership, and learning. This is one of them.

The [Federal Defender Leadership Center](#) was established in 2023 with a clear and urgent charge: every client deserves the very best representation the federal defender community has to offer. Meeting that standard requires leaders who are as committed, skilled, and mission-driven in their leadership as they are in their defense of human and constitutional rights. That is an extraordinary responsibility — and those who carry it deserve the training, support, and resources to do it well.

We are a small, high-performing team operating in a start-up environment with real purpose at its core. We move fast, think creatively, challenge each other, and care deeply about the work. The people who join us now will not inherit someone else's architecture — they will build it. This role represents a genuine opportunity to lead where the field needs more, and to do work whose impact on the federal defender community will be traceable, lasting, and real.

Right now, we are looking for a Head of Digital Communications & Learning who can help us build the digital learning infrastructure and media ecosystem that will define how the federal defender community develops its leaders.

ABOUT THE FEDERAL DEFENDER LEADERSHIP CENTER

The Leadership Center is dedicated to cultivating a culture of inspired leadership within the federal defender community — developing the next generation of leaders, strengthening current ones, and building the systems and programs that make leadership development sustainable over time.

We are embedded within the federal public defender system and operate as a fully virtual organization. Our team is small by design — every role carries real ownership, real visibility, and real impact. We are in an active building phase, which means this is an opportunity to shape something from the ground up, not inherit someone else's playbook.

We are a proud equal opportunity employer whose central mission is to keep people out of prison through holistic representation, collaboration, and education. Federal public defender clients are people accused of federal crimes who cannot afford private lawyers, whose humanity is honored and protected at every stage of the criminal case and beyond.

Diversity and dignity are central to our work, and we hire without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, height, weight, veteran status, military

obligations, or marital or parental status. We do not tolerate any form of discrimination or harassment in any personnel decisions or employee interactions.

THE OPPORTUNITY

As Head of Digital Communications and Learning you will have a founding role with the expectation of building a team as the organization grows. You will build and shape the Leadership Center's digital presence, learning infrastructure, and media production from the ground up — a unique opportunity for a self-directed professional to design systems and content strategies that directly support the federal public defender community.

Ideally, you are equally comfortable rolling up your sleeves to produce, publish, and execute as you are stepping back to design the systems and strategies that make it all work. You deliver exceptional participant experiences from first promotion through program completion, and thrive where goals evolve, priorities shift, and creativity and diversity of thought are expected.

If you need everything defined before you begin, this isn't your role. If you see a blank canvas and think about architecture, user experience, and what's possible — read on.

WHAT YOU WILL DO

Digital Communications & Marketing

- Develop and execute digital strategy across website, LinkedIn, Facebook, and other platforms; create content, maintain presence, and respond to inquiries
- Design and manage email campaigns, newsletters, and announcements to participants and stakeholders
- Track and analyze digital performance metrics and use data to refine strategy
- Design graphics and visual assets for digital platforms and promotional materials

Virtual Events & Programs

- Manage all technical aspects of virtual training events and meetings: host, breakout rooms, polls, and troubleshooting
- Develop and document virtual event workflows and technical standards

Learning Systems & Media Production

- Design, build, and maintain the organization's learning management system
- Partner with content leads to develop and manage a library of on-demand learning resources — including recorded sessions, videos, and audio recordings — advising on platform functionality, user experience, and presentation quality to ensure content is accessible, engaging, and easy to navigate. Ensure all resources meet accessibility standards through captions and transcripts.
- Lead audio and video production across the organization's growing media portfolio — including podcast episodes, recorded sessions, and video content — managing post-production, publishing, and building scalable workflows.

General

- Support day-to-day Leadership Center functions
- Some travel required

WHAT YOU BRING

The essentials:

- 7+ years in digital communications, learning technology, or a related field — sector background matters less than demonstrated experience building and owning digital infrastructure
- A track record of leading a communications or digital learning function with real ownership — setting direction, not just executing it
- Experience managing and improving an organizational website, with a strategic eye for user experience, content architecture, and keeping digital presence current and functional
- Skilled in video, audio, and podcast production through the full post-production cycle — hands-on experience and sound editorial judgment
- Exceptional writing and editing skills, with the ability to shape messaging and tone across audiences and platforms
- Fluency with LMS platforms, email marketing tools, and analytics — able to draw insight from data and act on it
- Experience managing technical logistics for virtual events and live digital programming
- Exceptional communication and interpersonal skills, with a customer-service orientation that extends to every participant interaction
- A natural collaborator who brings others along and contributes to a high-trust team culture
- Comfortable with ambiguity and energized by building — able to create structure and systems without losing creativity or agility
- Able to manage multiple priorities in a fast-moving environment without losing quality or composure
- Committed to the mission of the Leadership Center and the federal public defender community

What will set you apart:

- Degree in communications, marketing, digital media, instructional design, or related field
- Experience with learning management systems
- Experience with podcast or video production tools
- Photography or videography experience
- Graphic design experience
- Experience with email marketing platforms
- Experience in a nonprofit, government, or mission-driven organization
- Comfort in a startup-like environment — scrappy, self-directed, no big team behind you
- Background in education, training, or leadership development

WHY JOIN THE LEADERSHIP CENTER

◆ Be part of building something from the ground up	◆ Fully virtual — work from anywhere in the U.S.
◆ Small team, high ownership, real visibility	◆ Collaborative culture where every voice matters
◆ Mission that connects to justice and public service	◆ Supportive, innovative, and fast-moving environment
◆ Creativity and diversity of thought are expected	◆ Federal employment benefits

EMPLOYMENT STRUCTURE | SALARY AND BENEFITS

The Head of Digital Communications & Learning will serve as an employee of a Federal Public Defender Office and will be supervised by the Leadership Center staff. This structure provides the stability and benefits of federal employment alongside the dynamic, start-up culture of the Leadership Center itself — an unusual and genuinely attractive combination.

* Salary and Benefits:

Leadership Center staff are federal employees whose salaries are based on years of experience and include a locality adjustment. The salary range listed in this announcement is based on the Judiciary Salary Plan locality of "Rest of United States (RUS)" which applies to certain parts but not all of the country. To find the salary range including the locality adjustment for the geographic region where you live, which could be higher, please refer to the [Judiciary Salary Plan](#). The salary range for this position based on the "Rest of the United States" locality adjustment is \$107,411 - \$163,514, a range from JSP-12, Step 7 to JSP-14, Step 10.

Generous benefits include:

- Eleven paid holidays, including Martin Luther King Jr.'s birthday & Juneteenth
- Public Service Loan Forgiveness if qualified
- Federal Employees Retirement System
- Thrift Savings Plan – up to 5% Employer Match
- Health (100+ options)
- Dental (16 options)
- Vision (10 options)
- Life Insurance (basic, standard, additional, family)
- Flex Spending Accounts
- Commuter Benefit Program
- Long Term & Short-Term Disability
- Long Term Care
- Transportation Subsidy
- Employee Assistance Program (confidential counseling and assistance)
- WorkLife4You (living well)
- Sick Leave
- Annual Leave
- Nationwide leave transfer program
- Worker's Comp
- Disability Retirement
- Family and Medical Leave
- 12-weeks paid parental leave
- Education and training
- Awards (cash, time-off)

ACCESSIBILITY

We are committed to an inclusive and accessible application process. If you need an accommodation due to a disability during any stage of the application or interview process, please contact us at NVX_LeadershipCenter@fd.org. If hired, we are dedicated to providing reasonable accommodations to support your success and ensure equal access to opportunities in the workplace.

HOW TO APPLY

We are reviewing applications on a rolling basis and will move quickly for candidates who are a strong match. First review will occur on May 4, 2026. To apply, please submit the following, in a single pdf, to NVX_LeadershipCenter@fd.org, include in the subject line **Head of Digital Communications & Learning 2026**:

- A current resume highlighting relevant experience in digital communications, learning technology, and media production
- A cover letter — not a form letter. Tell us about a time you built or significantly improved a digital system, presence, or learning experience, and what you learned from it
- *Optional*: a work sample — a website you've managed, a produced podcast episode or video, an email campaign, or another example that shows your range
- References will be required from candidates selected for interview