**CONTRACT ANNOUNCEMENT**
**NATIONAL HABEAS ASSISTANCE AND TRAINING COUNSEL**
**PROJECT DIRECTOR**

The National Habeas Assistance and Training Counsel Project (National HAT) seeks a Project Director with extensive expertise in death penalty defense representation and federal habeas corpus practice. The Project Director, like other attorneys in National HAT, provides case consultation, training, and support to attorneys in private practice, in Capital Habeas Units in federal defender organizations, and other attorneys appointed to represent death-sentenced prisoners.

Duties include:

- Monitoring: (1) capital 28 U.S.C. § 2254 habeas corpus cases entering the federal courts; (2) habeas corpus legal developments, including preparation of legal and resource impact analyses; and (3) the need for appointed counsel in capital § 2254 habeas corpus cases on both a state-by-state and national basis;
- Assisting the federal courts and federal defenders in recruiting qualified and competent federal capital habeas corpus counsel;
- Making recommendations on the appointment of counsel in § 2254 capital habeas corpus cases;
- Assisting appointed attorneys with legal, factual, and practical issues, including budgetary and resource allocation issues, in capital habeas corpus cases;
- Assigning tasks to National HAT resource counsel and monitoring the progress and completion of assignments;
- Providing management and oversight functions for the National and Regional HAT projects by: developing an annual project plan for the current fiscal year for allocating project resources for National HAT; reviewing the annual project plans of the Regional HAT projects; monitoring expenditures throughout the year to ensure project plans and goals are being met; and submitting a plan for

allocating National HAT contract hours for the following fiscal year;

- Ensuring the substantive content and quality of work product generated by National HAT contractors and Regional HAT project directors;
- Reviewing invoices of National HAT contractors and Regional HAT project directors;
- Participating in mid-year contract reviews;
- Drafting National HAT semiannual reports for the U.S. Judicial Conference Defender Services Committee and reviewing Regional HAT semiannual reports;
- Developing, implementing, and presenting at authorized national, regional, and local capital habeas corpus training programs for individuals providing representation under § 2254 and clemency representational services under the Criminal Justice Act;
- Assisting appointed attorneys providing, or being recruited to provide, representation in state clemency proceedings;
- Maintaining a "brief bank" containing issues of import to capital habeas litigators;
- Drafting and distributing substantive training materials, manuals, and other resources (e.g., sample federal pleadings such as petitions for a writ of habeas corpus and motions for appointment of counsel, stays of execution, evidentiary hearings, certificates of appealability, and discovery) related to capital § 2254 representation—including providing substantive content for https://hat.capdefnet.org;
- Preparing proposed responses to judicial, legislative and public inquiries concerning federal capital § 2254 habeas corpus issues;
- Providing advice and support to the U. S. Judicial Conference Defender Services Committee, the Administrative Office of the U.S. Courts, the Defender Services Office, , judicial councils, and other judiciary entities on policy initiatives and procedures related to federal capital habeas corpus representation; and
- Assisting, supporting, and collaborating with the Regional HAT projects as needed.

The successful applicant will:

- Be licensed to practice law and in good standing admitted in at least one United States District Court, and at least one United States Court of Appeals.
- Have at least 10 years of capital post-conviction practice experience.
- Be learned in the law applicable to capital cases consistent with 18 U.S.C. § 3599.
- Be knowledgeable in the law of federal habeas corpus pursuant to § 2254.
- Possess outstanding oral and written communication skills.
- Have demonstrated excellent legal research and analytic skills.
- Be culturally competent and possess cultural humility.
- Have a demonstrated commitment to equal justice under the law and quality indigent defense and client centered practices.

Preference will be given to applicants with management experience.

This is a contract position and will be performed remotely. No office space or benefits are included. Compensation is hourly at a rate of $226.00 per hour. Monthly bills must be submitted detailing the date, the activities performed, and the amount of time expended. The maximum contract is for 340 hours per fiscal year and shall not exceed $76,840.00 per fiscal year. Travel costs and other related expenses are provided in the contract, but the costs are deducted from the total budget of the contract.

The contract will begin in fiscal year 2027 (fiscal year 2027 runs from October 1, 2026 to September 30, 2027), subject to the availability of funding. If the contract begins after the beginning of the fiscal year, it will be prorated in proportion to the time remaining in the fiscal year.

This contract does not involve any direct representation of clients.

To apply, please send a cover letter expressing interest, relevant capital experience, and research and writing skills, a CV, a writing sample, and three professional references **in a single PDF** addressed to Mark Olive at CDN-HAT_Applications@fd.org.

**Please include "Project Director Application" in the subject line of email.** No phone calls please.

Applications from individuals whose background and experience contribute to the diversity of the federal capital habeas defense bar are encouraged. Applications will be accepted until the contract is filled; interested applicants are encouraged to apply before November 15, 2026.