

Executive Director Job Posting

Who We Are

Fair and Just Prosecution (FJP) brings together elected local prosecutors as part of a network of leaders committed to promoting a justice system grounded in fairness, equity, compassion, and fiscal responsibility. FJP seeks a new executive director to lead this work and to manage the organization to sustain its mission.

What You'll Do

Position Summary: The Executive Director (ED) will be responsible for convening and supporting a network of elected reform-oriented local prosecutors. This will include, in partnership with the network and staff, setting the vision, direction, and strategy for the organization, developing and sharing impactful and responsive programming with network prosecutors, skilfully managing a staff of approximately 20 in a culture-forward manner, fundraising to support the organization, and overseeing FJP's budget. The ED will bring a seasoned voice to the national conversation on reform-oriented prosecution, grounded in the experience of and service to the network. The position is exempt and reports to FJP's Advisory Board.

Essential Duties and Responsibilities:

- **Vision and Direction:** In collaboration and coordination with the network and staff, the ED will oversee strategic planning and implementation, set ambitious, yet realistic goals sensitive to the moment reform-oriented prosecution is in, and craft a compelling narrative that propels the vision and goals forward.
- **Network Support:** The ED will recruit and maintain a network of reform-oriented elected prosecutors. The ED, in collaboration with the broader FJP team, will provide resources to support the elected prosecutors in their roles, including data, reports, training, and subject matter experts. Resources will be provided at convenings multiple times a year and directly to individual offices.
- **Organizational Administration and Personnel Management:** The ED will manage FJP staff, operations, and budget, and deliver results in a way that strengthens internal and network relationships and maximizes the skills and talents of those around them. The ED will manage contractors, recruit and engage Advisory Board members, and engage with Tides, its fiscal sponsor.
- **National Thought Leader on Reform-Oriented Prosecution:** The ED will bring a seasoned voice to the national conversation on reform-oriented prosecution, and will ground that voice in the experience of and in service to the network and evolving data and trends. A

thought leader in the field, the ED will be trusted by and accessible to the network, with the gravitas to speak publicly in multiple forums.

- Fundraising: The ED will be responsible for fundraising strategy and implementation and meeting fundraising goals set in conjunction with the Advisory Board, to maintain a fiscally healthy organization and meet FJP's mission.

Who You Are

Education and Experience:

- Credentials: Preference will be given to candidates with a Juris Doctor (JD) degree from an accredited university but is not required. Candidates with a combination of 8-10 years of relevant education and significant professional experience in advocacy, nonprofit executive leadership, and the criminal justice field will also be considered and are strongly encouraged to apply.
- Elected Perspective: The ED will understand and be sensitive to the pressures elected prosecutors face and the political risk they assume. The ED will be someone who has made hard decisions, similar to or the same as the decisions elected prosecutors make every day. The ED will also understand the differing needs of large, medium and smaller jurisdictions.
- Relevant Experience: The ED will have a robust history in the criminal justice movement and bring prosecution experience - either as an elected prosecutor, senior staff member in a prosecutor's or justice-oriented office, or as a leader in a dynamic criminal justice reform organization operating in political external environments.

Knowledge, Skills and Abilities:

- Communication Skills: The ED will be able to communicate with diverse stakeholders (electeds, funders, staff, partners, experts, those who have been in the system, etc.) and tailor their approach and messaging accordingly. The ED will have the skills to recruit newly elected prosecutors to the network, promote the network's work with partners and in the media, and describe the vision for the organization. The ED will apply their impressive writing skills to FJP's multiple evolving written resources.
- Effective Administrator, Fundraiser and Manager: The ED will bring strong management skills (gained through their work as a seasoned supervisor) and emotional intelligence. The ED will be adept at strategic planning, set clear roles and goals for staff, delegate effectively, and deliver results in a way that strengthens internal relationships, promotes equity and trust, and maximizes the skills and talents of those around them. The ED will be a skilled and proven fundraiser, and understand the role of a fiscal sponsor.
- Relationship Building and Management: The ED will develop trusting relationships with elected prosecutors, effectively listening, considering matters from multiple perspectives and responding to their needs. Network prosecutors are often seasoned leaders. The ED will have the skills to transparently engage, and at times unify, these diverse voices.

- **Change Management:** The ED will be able to use effective change management techniques and approaches to foster and sustain a positive staff culture and evolving network experience. The ED will bring care, nuance, transparency, and political acumen to charting the organization's strategic path forward in a way that responds to the needs of elected prosecutors, embraces trends in the data, engages staff and calibrates to the changing prosecutorial landscape.

Organizational Relationships:

- The ED will report to the Advisory Board and will work closely with Tides, its fiscal sponsor. The ED will oversee all FJP personnel and directly oversee FJP's senior leaders.

What Else You Should Know

Full Time: This is a full time exempt position, with some evening and weekend work anticipated.

Salary: The salary for this position is based on experience, budgeted between \$250,000 - \$300,000.

Work Environment: FJP is a fully remote organization, with staff and network electeds spanning multiple time zones. The ED will work from a home office and will likely travel one to two times per month. While traveling, the ED will work from airports, hotel rooms, offices or spaces.

Physical Demands: The position requires extensive home computer and telephone time and usage, research and writing. This will take close, far and peripheral vision, the ability to hear, understand, and distinguish speech and other sounds, the use of a keyboard and other office equipment, and occasionally lifting objects up to 10 pounds (e.g. box of materials). The position also requires the ability to travel by air or car to various locations.

To Apply

Please send a one-page cover letter and resume to edhiring@fairandjustprosecution.org by February 3, 2025.

Additionally, FJP is a fiscally sponsored project of Tides Center. Tides Center is an equal opportunity employer. We strongly encourage applications from people of color, women, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities and welcome your application even if you do not meet every one of the above requirements. We do not discriminate on the basis of race, ethnicity, religion, color, national origin, sex, gender identity, sexual orientation, marital status, age, political affiliation, disability, or medical condition. We encourage and consider qualified applicants with arrest and conviction records.

Reasonable accommodation will be made so that qualified applicants with a disability may participate in the application process. Please advise in writing of special needs at the time of application.