

Posted January 24, 2022

APPELLATE DEFENDERS, INC.

The Board of Directors of Appellate Defenders, Inc. (“ADI”) is currently accepting applications for the position of Executive Director. ADI is a non-profit law firm administering the appointed counsel system for the California Court of Appeal, Fourth Appellate District.

Job Title: Executive Director

Summary of Position: The Executive Director acts as the Chief Executive Officer of the organization and is responsible for the overall management and direction of the organization in accordance with its vision and mission. The Executive Director reports to, and works under the general oversight of, the Board of Directors.

Job Responsibilities:

1. Support and work with the Board of Directors:

Take direction from the Board of Directors and work with the board to assure that ADI operates with a clear mission and a long-range strategic plan that is consistent with the mission.

Keep the board informed about issues and events impacting ADI as an organization, so that the board can carry out its governance, financial oversight, and leadership role.

2. Management of office:

Provide overall staff direction and supervision.

Effectively manage human resources.

Provide ongoing education of management and staff.

Develop contacts with outside vendors and professional service providers, as circumstances require.

3. Legal and panel administration – maintain and oversee resources to fulfill contractual and other obligations:

Recruit competent panel attorneys, oversee assignment of cases and staff assistance of panel attorneys, evaluate panel attorney performance, recommend compensation of panel attorneys in accordance with Judicial Council guidelines, develop resource materials and training for panel attorneys.

Assist court and Judicial Council in matters of appointed counsel administration; cooperate with Appellate Indigent Defense Oversight Advisory Committee.

4. Management of finances:

Negotiate reasonable and sustainable contract with the Judicial Council on periodic basis.

Budget as to maintain reserves at a level specified by board.

Maintain financial records in accordance with law and generally accepted accounting principles.

Provide accurate financial reports to board on schedule and terms specified by board.

Provide for professional audit of financial reports as required by board.

Submit tax and other returns required by law.

Qualifications (equivalents may be acceptable):

Graduate of accredited law school, active license with California State Bar

In-depth experience in criminal and/or dependency law, preferably in appeals

Familiarity with panel-project system

Experience working with a board of directors

Evidence of commitment to mission of Appellate Defenders, Inc.

Experience in office management

Familiarity with office finances

Experience with legal administration

Salary Range:

\$145,000-170,000 depending on experience

To Apply:

Please email a cover letter, CV, and short writing sample to: martin@martinbuchanan.com. The cover letter should explain why you are interested in the Executive Director position and why you believe you are qualified. Position will remain open until filled.

Appellate Defenders, Inc. is an equal opportunity employer