



Job Title:	Deputy Director	
Reports To:	Executive Director	
Supervisory Duties	Yes	
Exempt/Non-Exempt:	Exempt	
Location:	Washington, DC / Hybrid Schedule Note that applicants must reside in Washington, DC, Virginia, or Maryland or be willing to relocate	
FT/PT:	FT	
Standard Hours if PT:		
Compensation:	Up to \$125,000	Hourly or Annually

Job Summary

The Deputy Director works with the Executive Director to establish and implement organizational priorities, policies, and procedures. S/he supervises and directs the works of staff, coordinates pro bono support, leads special projects, and plans major events and reports. S/he provides organizational leadership on racial equity initiatives and strategic planning, and manages writing, research, data collection, and data validation projects.

Job Duties

Essential Job Functions (95%)

- Provides leadership in organizational planning and special initiatives
- Writes and/or supervises the writing of major reports, articles, and website content
- Works with the executive director and the board on long-term strategic planning
- Supervises staff
- Collaborates with other members of senior management to create and implement internal policies and procedures
- Collaborates with other members of senior management to ensure that DPIC's values around racial equity, diversity, and inclusion are integrated into institutional policies and planning
- Coordinates with other members of senior management to create budgets, monitor grant progress, and complete grant reporting
- Works with the management team to hire and onboard staff members
- Works with the managing director to run DPIC's intern program
- Provides project management for major reports and special projects
- Engages with external partners and advocates

Other Job Duties (5%)

- Stands in for the executive director as needed internally and in outward-facing engagements and with media
- Contributes articles and other written work to external outlets
- Collaborates with the Digital Director on website functioning and planned features

Qualifications

Education:

- Law degree or graduate degree related to research, public policy, or social science

Skills and Experience:

- Strong writing and editing experience
- In-depth understanding of the criminal legal system and/or death penalty system
- At least 7 years of progressively responsible experience in law firm, non-profit, or public policy organization
- Demonstrated ability to engage in long-term strategic planning

- Flexibility and ability to work quickly under time constraints
- Experience evaluating social science research preferred

License and Certifications: None

Technology: N/A

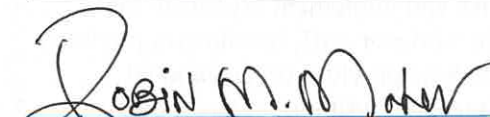
Travel: Infrequent

Mental/Physical Demands

- Long sedentary periods with computer work

Work Environment

Office environment



Director Signature

1/4/2024

Date