



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

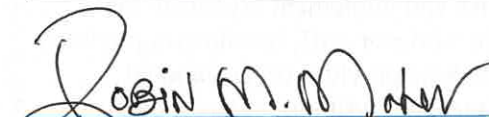
**Travel:** Infrequent

**Mental/Physical Demands**

- Long sedentary periods with computer work

**Work Environment**

Office environment

  
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Director Signature

1/4/2024  
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Date