

The Second Look Project is looking for a new, full-time Executive Director to lead the organization.

The Second Look Project is a Washington, D.C. based nonprofit founded in 2019 to provide legal representation and support to people seeking relief from extreme sentences. We provide direct legal representation to individuals seeking resentencing under Washington, D.C.'s second look and compassionate release laws, and provides training, support and consultation to the community of lawyers and advocates supporting this client population. The Second Look Project also engages with community and institutional stakeholders to improve outcomes for this client population and works with advocates nationwide to support the development and implementation of similar reforms in other jurisdictions.

The Executive Director's job is to oversee the workings of the organization and make sure it is executing on its mission, in consultation with the volunteer Board of Directors. The ED would be responsible for supervising legal work by staff attorneys, leading the fundraising process for the organization, overseeing the day-to-day management of the organization, and both advancing and developing the long-term mission of the organization.

Criteria the Board will look to in evaluating candidates include but are not limited to:

- Familiarity or experience with post-conviction litigation, particularly in the DC area
- Experience managing a non-profit organization
- Experience with directly supervising practicing attorneys
- Experience with fundraising, including:
 - Grant-writing and management
 - Events-based fundraising
 - Direct appeal and law firm fundraising
- Experience working with other organizations to further common goals and developing a broader communications and advocacy strategy

Required Qualifications

- J.D. from an accredited law school
- Membership or eligibility for membership in the D.C. bar
- Demonstrated commitment to racial and social justice
- Residence in the Washington D.C. area

The Second Look Project is an equal opportunity employer and strongly encourages qualified individuals of all backgrounds to apply, including BIPOC, persons with disabilities, LGBTQ+ people, directly impacted individuals, and people from other historically disenfranchised communities.

Salary and Benefits: \$100,000-\$120,000, plus health insurance and a generous leave policy. To apply, interested candidates should submit a resume and cover letter, along with two professional references in a single consolidated PDF to info@secondlookdc.org as soon as possible. Applications will be reviewed on a rolling basis. Position is open until filled. If you have questions about the application or are unable to upload your consolidated application, please email us at info@secondlookdc.org.