



Job Description and Person Specification

Job Title:	Deputy Director, Reprieve US
Salary:	\$85,000 annually
Benefits:	Generous health, dental, and vision insurance as well as generous vacation time of 25 days per year, plus federal holidays
Date call released:	February 3, 2020
Deadline for applications:	February 28, 2020
Interview Date:	5 th &6 th March, NYC 10 th &11 th March, Washington DC
Start Date:	TBD

About Reprieve US

Reprieve US is a registered 501(c)(3) assisting victims of extreme human rights abuses carried out by governments. We are made up of lawyers and investigators helping people facing detention without trial, execution and extrajudicial killing. We are a small team, but we are fearless in our fight for justice.

We work closely with our sister organization, Reprieve, a UK charity founded in 1999 by British-American lawyer Clive Stafford Smith. Reprieve uses strategic interventions to end the use of the death penalty globally, and secret prisons and state-sanctioned assassinations in the context of the so-called “war on terror”.

We work for the most disenfranchised people in society, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, we promote and protect the rights of those facing the death penalty and those who are the victims of extreme human rights abuses committed in the context of the so-called “war on terror”, with a focus on secret prisons and state-sanctioned assassinations.

Underpinning Reprieve’s strategic focus is the notion that countries such as the US and the UK hold themselves out as shining examples of democratic societies that respect the rule of law and human rights, and therefore should be held to exacting standards in terms of how they respond to acts or allegations of terrorism and murder. Their responses have ripple effects worldwide, and are frequently used to justify the continuation of the death penalty, extrajudicial killing, torture, rendition and unlawful detention by countries ranging from “aspiring exemplars” to “worst offenders”.

Reprieve works with partners in jurisdictions all over the world, including capital defense attorneys, Non-Governmental Organizations (NGOs), government officials, pro bono law firms and human rights defenders, as well as individual, corporate and foundation funders.

How to Apply:

To apply, please submit a resumé and covering letter detailing how you are suited to the role to applications@reprieve.org by the date above. Please ensure your email has the subject heading ‘Deputy Director – Reprieve US’, and that all attachments are sent in PDF format.

The Role:

Reprieve US is seeking to recruit a Deputy Director who will be responsible for carrying out legal work across the full range of Reprieve US's cases and projects, while also conducting public and private advocacy work with audiences including policymakers, politicians, partner organizations, and the press.

The Deputy Director will report to a Director based in the Reprieve UK office, as agreed by the US Board, and will work closely with Reprieve's Executive Director and Reprieve US and UK Project Leads, lawyers, and caseworkers. As Reprieve US's team expands, the Deputy Director will be expected to supervise the work of Reprieve US attorneys and fellows.

The Deputy Director will work with Reprieve's casework and project teams to develop and implement innovative legal strategies which advance Reprieve's strategic goals, as well as pursuing advocacy activities in service of these goals.

The Deputy Director will support Reprieve's work to restrict and eliminate the US of the death penalty by progressing innovative litigation around US death penalty issues in state and federal courts, including working with local partners to support First Amendment, Freedom of Information Act (FOIA), and 28 U.S.C. § 1983 method-of-execution challenges.

The Deputy Director will also oversee the assistance Reprieve provides on death penalty cases across the US, working closely with local legal counsel and third-party allies such as partner organizations, business representatives, journalists, diplomats, and funders, and assist with Reprieve's challenges to use of extrajudicial killing, indefinite detention without trial at Guantánamo Bay and related abuses stemming from the US' 'war on terror'.

The Deputy Director will also engage in advocacy related to the death penalty, extrajudicial killings, arbitrary detention, and torture, including preparing and disseminating educational materials for key stakeholders.

The successful candidate will be based in our Washington, DC office. This role will involve occasional travel within the US and some international travel to liaise with partners at Reprieve UK's London office.

Responsibilities:

1. Conducting legal and factual research to support Reprieve's goals

- Draw on public sources and private networks to closely monitor state and national political developments which may impact our work;
- Support the planning and implementation of key research projects including on lethal injection and method of execution work;
- Compile and analyze data related to Reprieve US's work.

2. Supporting innovative litigation in state and federal courts in the service of Reprieve's objectives

- Work with Reprieve’s casework and project teams to develop and implement creative legal strategies in service of Reprieve US objectives;
- Support litigation and advocacy around specific death penalty cases. This may involve preparing written materials, engaging with lawyers, experts and family members, and engaging with third parties who may be willing to make public or private interventions on behalf of death row prisoners;
- Conduct legal research and write legal memoranda on specific state/federal law issues relating to various aspects of the work, including on lethal injection and method of execution issues;
- Track case developments at the state and federal level that are relevant to Reprieve US’s strategic priorities;
- Support capital defense teams in cases where Reprieve US is engaged. This may involve identifying and working with experts, conducting research, drafting materials, liaising with counsel, and conducting interviews;
- Analyze legislation or potential litigation and proactively identify opportunities for strategic litigation.

3. Overseeing ongoing US casework and projects, including case management and organization

- Guide and oversee the planning and conducting of factual investigation and research on Reprieve US cases, including record collection, conducting interviews and family visits, and maintaining ongoing contact with those whom we assist and their family members where strategic and appropriate;
- Engage domestic and international mechanisms where appropriate to facilitate access to justice and remedies for human rights violations in the context of the death penalty or counterterrorism policy;
- Oversee or conduct legal research and the drafting of legal submissions;
- Liaise with government contacts;
- Coordinate input from experts, pro bono lawyers, and other supportive organizations and individuals;
- Create and maintain up-to-date casework databases and data sets.

4. Conducting legal and factual research to support Reprieve’s goals

- Draw on public sources and private networks to closely monitor state and national political developments which may impact our work;
- Support the planning and implementation of key research projects including on lethal injection and method of execution work;
- Compile and analyze data related to Reprieve US’s work.

5. Supporting public and political advocacy on Reprieve US cases and issues

- Prepare internal- and external-facing advocacy briefings, public education materials, formal correspondence, presentations, and other documents in service of Reprieve US’s strategic goals and policy work;
- Develop advocacy materials on individual cases, including briefings, opinion pieces, media pitches, and letters on behalf of interested third parties;
- Collaborate closely with other members of the organization and at Reprieve UK, including policy, press, and Digital and Campaigns, in order to advance advocacy objectives for the US casework team.

6. Establishing, maintaining, and developing relationships with key stakeholders

- Create and cultivate allies and partnerships with lawyers, experts and other professionals, agencies, and organizations, and provide technical assistance and expert legal advice to these contacts;
- Establish and maintain contact with leading activists and abolition groups in executing states;
- Proactively identify opportunities for Reprieve US to support state-level death penalty groups, and coordinate with Reprieve's Director and strategic project lead to determine the level of support we can provide;
- Maintain relationships with foreign governments' diplomatic representatives in Washington, DC and in relevant consulates, keeping missions up to date with Reprieve US's work and ensuring Reprieve US remains plugged in to their activities;
- Maintain and develop relationships with capital defense attorneys, legislative bodies, international organizations, and other NGOs;
- Identify potential new allies across the public, private and third sectors, and coordinate outreach to expand Reprieve US's networks;
- Conduct engagement with other stakeholders including business representatives, potential claimants in strategic litigation, family members or associates of prisoners, healthcare professionals, and medical associations, among others.

7. Other

- Management of staff, fellows, and interns as needed;
- In collaboration with the Director and the Development and Outreach team, maintain relationships with Reprieve US's funders and take opportunities to keep them up to date with Reprieve US's work, while also understanding the wider funding landscape and spotting opportunities to engage new potential funders;
- Undertake special projects that further the charitable objects of Reprieve US from time to time, particularly where such projects have an overall organizational focus.

Key Contacts

Reporting to a Director in the London office, the Deputy Director will work closely with Reprieve lawyers and caseworkers on US cases and strategic projects. They will also work with other Deputy Directors, Fellows and others engaged by Reprieve US, partner organizations and third-party service providers.

Length and Salary

The role is a full-time role. The annual salary is \$85,000 per annum and we offer a generous health, vision and dental insurance package. We also offer generous vacation time of 25 days paid leave per year, plus federal holidays.

The candidate will be based in Reprieve US's offices in Washington, DC. **Applicants must be eligible to work in the US.** Reprieve US is an equal opportunity employer.

Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve’s goals	✓	
Eligible to live and work in the US	✓	
At least 2 years of experience in litigation, ideally working at a capital defense office or in a law firm	✓	
At least 3 years of experience in human rights advocacy or policy work	✓	
Juris Doctor (J.D.) degree	✓	
Ability to think creatively and problem-solve using both litigation and non-litigation strategies	✓	
Substantive knowledge of constitutional law and civil liberties	✓	
Exceptional written and oral communication skills	✓	
Demonstrated skills in legal analysis and research	✓	
Highly organized with attention to detail	✓	
Ability to progress multiple streams of work independently	✓	
Ability to own, maintain, and develop stakeholder relationships	✓	
Proven ability to juggle multiple tasks and exercise good judgment in a high-pressured environment	✓	
Sound judgment and discretion with respect to highly confidential and sensitive information	✓	
Ability to work harmoniously and collaboratively in a small team	✓	
Ability to manage a remote working arrangement efficiently by taking responsibility for effective communication systems and showing respect for colleagues’ time	✓	
Experience line managing staff	✓	
Proficiency with MS Word, MS Excel, and MS Outlook	✓	
Experience and knowledge of First Amendment cases and / or FOIA challenges		✓
Prior experience in capital defense litigation		✓
Experience working with legislative processes and / or policy experience		✓
Experience and knowledge of national security cases		✓