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### **Job Description and Person Specification**

<b>Job Title:</b>	Head of US Death Penalty Team
<b>Salary:</b>	\$97,000 annually
<b>Benefits:</b>	Generous health, dental, and vision insurance as well as generous vacation time of 25 days per year, plus federal holidays
<b>Date call released:</b>	October 17, 2024
<b>Deadline for applications:</b>	November 17, 2024
<b>Location:</b>	Washington, DC - Hybrid
<b>Start Date:</b>	ASAP

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### **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, policy and media experts and investigators who are helping people facing detention without trial, execution and extrajudicial execution. We are a small team, but we are fearless in our fight for justice.

We work closely with our sibling organization, Reprieve, a UK charity founded in 1999. Reprieve US uses strategic interventions to end the use of the death penalty globally and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

How to Apply:

To apply, please send the application form on our website to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) by 11:59pm EST on November 17. Please ensure your email has the subject heading ‘Head of US Death Penalty Projects – Reprieve US’. Please note that cover letters, résumés and other documents cannot be considered for this role and should not be submitted.

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### **About the Role**

The Head of US Death Penalty Projects is responsible for overseeing Reprieve US’ work against the death penalty in the United States of America.

### **Background to Reprieve US’ work against the death penalty**

Reprieve US has worked against the death penalty since our founding. In recent years we have built a particular specialization in issues relating to lethal injection, the most popular execution method in the US. Lethal injection has been touted as more humane than other methods – a modern, clean, clinical way to execute. This couldn’t be further from the truth. Lethal injection executions go wrong more often than any other execution method, often resulting in prolonged and torturous executions, commonly known as “botched” executions. Through our work we aim to dispel the myth of the humane execution, working with allies across medicine, business and other sectors to end the misuse of medicines and medical technology in executions.



The existing portfolio of work includes litigation, investigation and analysis, corporate engagement, a wide range of public and private advocacy, and developing and maintaining world-leading expertise on execution methods, particularly the jurisprudence and science relevant to lethal injection.

### **About You**

You are an organized and confident lawyer with strong project management skills, attention to detail, and investigative acumen. You have a keen interest in learning about and contributing to efforts to end the death penalty.

You will be responsible for developing and implementing strategies in which each of Reprieve's methodologies—investigation, litigation, casework, political and public engagement, support for and (where possible and appropriate) advocacy with affected communities—connect with one another to achieve positive outcomes in the death penalty landscape and address structural rights violations.

You will be enthusiastic about working for an organization with Reprieve's mission and vision. You will have substantial experience supervising high-performing and diverse teams. You will have significant legal and casework experience and experience managing a complex portfolio of projects. You will be effective at influencing decision-makers, and have an understanding of campaigning, strong writing skills, and excellent attention to detail.

You will have sensitivity to the risks faced by those with whom we work and a demonstrated commitment to acting in the best interest of clients. You will have professional maturity, flexibility, and a willingness to put clients and Reprieve's mission above all else.

In addition to being conversant in relevant legal systems, you ideally have experience following/tracking developments that impact on death penalty issues in the USA and have the ability to develop targeted strategies to influence the policies and public conversations in different jurisdictions, working in collaboration with allies in the medicine and business communities.

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## **Responsibilities**

### **Project Management and Strategy**

Oversee and drive forward Reprieve US' work against the death penalty in the US, including by:

- Taking responsibility for all aspects of the team's casework and ensure the best interests of our clients is the primary guide for our work;
- Developing the strategy and operational plan for the US death penalty work, including setting clear goals, targets, and systems for evaluation in close collaboration with the wider team and the Senior Advisor to the US Death Penalty Team;
- Monitoring and evaluating project effectiveness and shift the team's activities and operational plan as necessary to ensure that the work remains impactful;

- Maintaining project budgets and contributing to reporting to funders; and,
- Maintaining and developing relationships with key stakeholders – both individuals and organizations – across our US death penalty work, in close liaison with the Joint Executive Directors, Deputy Director (RUS) and other key staff.

### **Team management**

Manage a high-performing, dynamic team to work collaboratively, productively, and ethically to meet our strategic goals, including by:

- Working closely with the Senior Advisor to the US Death Penalty Team, and supervising key members of the team as appropriate, including the Reprieve US Senior Staff Attorney, the US Death Penalty team's project manager, caseworkers, fellows, and consultants;
- Ensuring the team's work products are of a quality and standard which do justice to our mission;
- Ensuring that team members are effectively supported and trained to work professionally and sensitively with a range of stakeholders, including allies in the medicine and business communities, as well as US legal teams and law firms assisting pro bono; and,
- Coordinating closely and collaborating with other Reprieve teams in the advancement of the team's goals (including the media, campaigns, policy, development and outreach, finance, operations and senior management teams).

### **Investigations**

Guide the team to investigate the misuse of medicines in lethal injection executions, relevant contextual background, and priority thematic issues to create an evidentiary base for corporate engagement, litigation and advocacy, including by:

- Building the evidentiary base for relevant thematic areas, including by maintaining a wide network of relationships with lawyers and others;
- Overseeing desk research; and,
- Overseeing the analysis of relevant information.

### **Corporate engagement**

Guide the team to identify and implement corporate engagement strategies to support businesses to end the misuse of their products, including by:

- Maintaining regular communication with corporate allies;
- Alerting corporate allies to relevant developments; and,
- Supporting corporate allies to undertake actions to stop the misuse of their medicines.

### **Litigation**

Monitor and contribute to litigation in the US and internationally seeking to dispel the myth of the humane execution:

- Managing the Reprieve US Staff Attorney to identify and develop strategic litigation opportunities;



- Supporting legal teams to challenge the misuse of medicines in lethal injection executions; and
- Drafting and reviewing submissions for domestic and foreign courts, and international legal mechanisms.

### **Political engagement**

Together with Reprieve's policy and advocacy experts and other colleagues, implement political engagement strategies to dispel the myth of the humane executions:

- Engaging directly with politicians and decision-makers in the US to educate them on our work and issues and highlight opportunities for change; and,
- Drafting and reviewing persuasive briefings in support of political engagement.

### **Media and public engagement**

Together with Reprieve's media team and other colleagues, implement strategies to challenge the media narrative regarding the use of the death penalty in the US, particularly lethal injection execution:

- Dispelling the myth of the humane execution and showcasing industry opposition to misuse of medicines in executions; and,
- Scoping potential advocacy opportunities, including through reports, briefings, documentaries, fictionalization, and other creative projects.

### **Other**

- Developing and taking on new areas of work led by the best interests of our clients and organizational strategy;
- Contributing to fundraising activities or other development needs; and,
- Being an ambassador by representing Reprieve US at functions. This may include speaking engagements.

### **Key Contacts**

Reporting to the RUS Deputy Director, the Head of US Death Penalty Projects will manage the Reprieve US Senior Staff Attorney and co-ordinate Reprieve's US Death Penalty team in the UK, working closely with the Senior Advisor to the US Death Penalty Team. The Head of US Death Penalty Projects will work closely with the Heads and Project Leads of: Media, Campaigns, Policy, Development and Outreach, Finance, and Operations; staff, fellows and others engaged by Reprieve US and Reprieve; partner organizations and third-party service providers.

### **Length and Salary**

The role is a full-time role. The annual salary is \$97,000 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' offices in Washington, DC and will work in-office two days per week. This position will require domestic and international travel

in service of the casework. Applicants must have the current right to live and work in the US. Reprieve US is an equal opportunity employer.

Reprieve US and Reprieve work closely on US death penalty issues. Reprieve is also recruiting for a similar role at this time in the UK and it is not expected that both roles will be filled.

**Person Specification**

<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>
Detail-oriented, excellent attention to detail, rigorous approach to record keeping, and strong organizational skills	✓	
Proven ability to juggle multiple and competing tasks in a high-pressured environment	✓	
Experience of forming and maintaining effective working relationships with business people, lawyers, experts or other professionals and organizations, along with the ability to work constructively and sensitively with individuals from different cultures and backgrounds	✓	
Ability to give clear and appropriate instructions and guidance to those under your supervision	✓	
Experience of managing own workload, including file management	✓	
Excellent written and oral communication skills	✓	
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Current right to live and work in the US	✓	
Confident using MS Word, MS Excel, email, and the internet for research purposes	✓	
Familiarity with legal and policy matters relating the death penalty	✓	
Juris Doctor (J.D.) degree and significant experience leading litigation or other legal work	✓	
Ability to think strategically and consider both legal and non-legal avenues to benefit those we assist and affect change on a wider level	✓	
Familiarity with legal and procedural principles of criminal or civil litigation in the USA	✓	
An interest in and aptitude for political engagement	✓	
Substantial experience managing staff including remote management	✓	
Knowledge of international human rights law		✓
Relevant investigative experience including using public record requests and other investigative tools		✓
Experience of working with individuals who have become vulnerable		✓



Knowledge of the relevant areas of science and medicine related to lethal injection		✓
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