



2024 Executive Director Job Posting

About Seattle Clemency Project: The Seattle Clemency Project is seeking an individual with demonstrated leadership and management skills to serve as Executive Director of the organization.

Seattle Clemency Project (“SCP”) was founded in 2016 to address the lack of access to the legal system for those incarcerated in Washington State. SCP began with a simple mission of offering pro bono legal counsel and, by extension, access to justice to individuals serving life and long sentences. Since its inception, SCP has expanded its services to include: (1) re-entry support; (2) assistance to incarcerated refugees facing deportations that fracture our communities; (3) post-conviction relief; and (4) matching those in the juvenile justice system with free representation before the Juvenile Parole Board.

We believe in the power of redemption and that a healthy justice system must recognize and reward rehabilitation. We work with individuals who, despite having been sent a message by the criminal legal system that they were not capable of reform, have grown, matured, and healed. We believe everyone has the capacity to change and that those serving sentences that no longer serve a valid purpose deserve a voice and a second chance.

About the Executive Director Position: The Executive Director is the public face of SCP and will be responsible for overseeing all the aspects of the organization. The Executive Director sets the tone and direction for the future of the organization. SCP’s current Executive Director, Jennifer Smith, will transition to a part-time position as Deputy Director to serve as the Early Release Staff Attorney and provide ongoing support and continuity to the incoming Director.

Objectives:

To shepherd the organization through a professionalization process both internally and externally, by building a financially sustainable business and implementing systems of accountability. Deepen working connection with current funders and cultivate new revenue streams in partnership with the Director of Development. To be a leader in advancing SCP’s mission and statewide approach to post-conviction relief that delivers clients meaningful review and just outcomes.

Hours and Pay:

1.0 FTE Exempt (in office / WFH hybrid). \$100,000 - \$120,000 annual salary.

Benefits:

Health and Dental Benefits

Generous vacation, sick leave and flexible PTO in addition to paid vacation for the Fourth of July week and the week between Christmas and New Year's Day

Reports to: SCP Board

Qualifications:

Candidates will hold the following values:

- A dedication to access to justice
- Respect for the formerly incarcerated
- Passion for assisting incarcerated individuals and supporting their successful return to the community
- Open-mindedness, growth mindset and ability to adapt and skill-build

Qualified candidates will demonstrate:

- Ability to build and manage teams, including hiring, supervising, and performance management
- Commitment to fostering an inclusive and collaborative environment
- Ability to envision and implement long-term organizational strategic plans
- A confident, approachable demeanor and ability to be present
- Excellent communication and public speaking skills, including the ability to connect to donors and formerly incarcerated people alike
- Ability to write and/or oversee grant applications
- Draft and submit reports to grantors as required per each awarded grant
- Collaboration with the legal community and justice impacted individuals
- Ability to manage and implement a sound budget
- Familiarity with non-profit management and fundraising structures

The following are desirable experiences and skills for competitive candidacy:

- Bachelor's degree
- Commitment to assisting those formerly and currently incarcerated
- Experience managing staff
- Fundraising and/or building business experience
- Advanced degree in law, business or non-profit/public administration
- Accounting experience
- Managing a Board of Directors and leveraging its strengths
- Experienced user of Customer Relationship Management (CRM) software
- Prior experience leading a nonprofit organization or business world equivalent

- Experience with the criminal legal system (including those formerly incarcerated)

Application Process:

Please submit a cover letter, resume and four references (at least two professional) to info@seattleclemencyproject.org. On the email subject line, please write “Executive Director”

If you believe you are a good fit for this position, but do not meet all the desired experiences and skills, please apply. Tell us about your unique experience and qualifications in your cover letter and we’ll take this into consideration when evaluating our applicant pool.

Seattle Clemency Project is committed to an environment of mutual respect, collaboration, and equal opportunity for all employees, and strongly encourages applications from people of color, immigrants, people who have been affected by mass incarceration, and other underrepresented and historically marginalized groups. We believe in building and sustaining an organization that is reflective of the communities we serve, and is diverse in work background, experience, education, race, color, national origin, sex, age, religion, marital status, veteran status, sexual orientation, gender identity, ancestry, national origin, or sensory, mental and physical abilities. We believe that the resulting diversity is both a source of program strength and a matter of fundamental human fairness.