



# **JOB ANNOUNCEMENT:**

## **Director of Hotline and Community Defense**

### **Organizational Background and Position**

The Immigrant Defense Project (IDP) is a New York City-based nonprofit that works to secure fairness and justice for all immigrants by transforming the racially-biased criminal and immigration systems. IDP was founded over twenty years ago to address the crisis of escalating criminalization and mass deportation. Our work attacks the injustices at the intersection of the criminal and immigration systems via a multi-pronged strategy that includes strengthening immigrant defense through technical assistance and trainings, challenging unfair laws through impact litigation, shaping local, state, and federal policy through advocacy, and working alongside communities to build alliances and education.

IDP plays a key role in this pivotal moment for the immigrant justice movement, with the rapid acceleration of criminalization coinciding with attacks on democratic processes and constitutional protections. We are hiring a Director level staff member to oversee IDP's Hotline and Community Defense work, provide support to attorneys and team staff, oversee creation of resources and materials across programs, and play an active role as a member of IDP's leadership team.

### **Hotline and Community Defense**

This work has two substantive goals:

- (1) developing legal analysis of the immigration penalties of criminal convictions to help immigrants and their loved ones and attorneys navigate the legal system; and
- (2) analysis of immigrant policing (ICE raids) tactics and legal rights to develop Know-Your-Rights resources, support partners providing community education, and inform our legal strategy, advocacy and narrative change work.

In service of these goals, we:

- Provide assistance to immigrant community members who have contacts with the criminal legal system by providing legal analysis and referrals to experienced legal service providers.
- Develop community education materials about immigration policing and the intersection of the criminal and immigration systems.

- Increase the quality of free representation available to immigrants with criminal legal system contacts by providing technical assistance, resources, and training to legal service providers.
- Provide resources for immigrant advocates about the strategies and tactics used by ICE to arrest, detain, and deport immigrant community members.

## **Position Summary**

The Director will oversee this work, including how it is impacted by ongoing developments in the quickly changing immigration and criminal legal systems. The Director may identify and develop other projects, such as an ICE raids tracking project underway, designed to help inform IDP about the ongoing needs of immigrant communities and how best to advise immigrants and their loved ones and attorneys about the crim-imm system.

The Director will also be responsible for development, program budget, and reporting work related to hotline and community defense work. The Director will be tasked with evaluating work to ensure that it meets IDP's standards for high quality legal and political analysis while achieving impact goals. The Director will collaborate with programs across the organization, including by coordinating the development of resources that have cross-programmatic impact (in addition to hotline and community defense, this may include the Padilla Support Center, litigation, and advocacy). The Director will be a member of IDP's Leadership Team, which meets regularly to further organizational priorities, strategic direction, and political positioning of the organization.

## **Responsibilities**

- Directly supervising one or more attorneys with individual case loads of technical assistance cases.
- Ensuring development of and compliance with HR, finance, operations, and other organizational policies specific to these programs.
- Supporting a supervising attorney in developing program goals that are responsive to the political moment and ensuring efficient use of IDP's limited resources to maximize impact.
- Managing IDP's ICE raids tracking and identifying how it impacts legal advice.
- Ensuring the development of responsive Know-Your-Rights resources and community education that informs IDP's legal strategy, advocacy, and narrative work.
- Facilitating the development of attorney resources and capacity-building trainings and coordinating resource development across teams.
- Ensuring that IDP's case management, intake, and data collection systems are performing well and have the dual function of allowing IDP to identify and adjust to trends and to report activities and impact to funders.
- Monitoring program-specific budget and grant reporting requirements, including working closely with our deputy director and manager of operations and finance.
- Serving as a primary point of contact for program-specific funders and responding to requests for proposals, scopes of work, and contract extensions.

- Ensuring team staff have adequate supervision and are accessing peer learning and professional development opportunities.
- Developing talking points, presentations, and other materials in preparation for meetings with stakeholders and interviews with the press, and speaking on behalf of IDP as needed.
- Identifying and developing shared processes, learnings, and projects with IDP program directors as needed.
- As part of the leadership team, setting strategic priorities and organizational planning, managing cross-programmatic work, and serving as a key advisor on personnel management, development, and organizational communications issues.

## **The ideal candidate would have:**

- Demonstrated commitment to the rights of immigrants with convictions.
- At least 2 years' experience supervising attorneys or the equivalent, and preferably experience managing a programmatic team.
- Ability to manage a case management database to ensure IDP is able to substantively assess information from aggregated case data and report on our work.
- Ability to provide crim-imm legal analysis, including:
  - Analyzing removability and immigration relief based on the INA;
  - Using post-conviction relief as a removal defense strategy;
  - Analyzing the immigration impact of potential criminal pleas; and
  - Developing strategies for mitigating the impact of convictions during plea negotiations in criminal court.
- Exposure to tracking trends from ICE raids practices is required (some examples could include: informal tracking on their own cases or within their organizations or teams). Understanding of the mechanics of tracking immigration raids trends is preferred.
- Experience in developing or updating Know Your Rights education materials about Fourth Amendment rights is required.
- Experience working in, or familiarity with, the nonprofit legal service provider and public defender ecosystem in New York State is required, preferably including some familiarity with government contracting, developing a program budget, and managing grant deliverables.

## **Location**

IDP has staff working both fully remotely and in a hybrid mode. There is a strong preference for New York City-area candidates for this role. We are mindful of the need to keep our staff healthy to ensure we can achieve our mission in the long term and believe many people thrive by working remotely and using a flexible schedule.

## Salary and Benefits

The salary for this position is \$97,760. IDP recently went through a process to benchmark all salaries and develop a unified salary scale across the organization that is based on the level of job responsibility. This structure helps provide transparency to staff about compensation decisions. Because we are in the process of implementing a benchmarked scale, we do not negotiate salaries with candidates. Our non-negotiation policy is based on information we learned about how people of color, women, people from low-income backgrounds and other marginalized groups are at a systemic disadvantage when negotiating salary and resulting pay disparities.

IDP offers a generous benefits package including:

- 20 vacation days and additional public holidays. Note: IDP previously had summer Fridays but is currently in a four day work week trial period to be assessed after six months, such that we are closed on all Fridays.
- Stipend for cell phone and other work from home expenses
- Paid six-week sabbatical after 6 years of employment
- Generous medical and dental benefits
- Commuter benefits, flex spending accounts and generous 401k matching program
- Reimbursement for NY bar registration fees

## To apply

The anticipated start date for this position is between August and September 2025. We will be screening applications and interviewing on a rolling basis. Please submit a cover letter and resume to [jobs@immdefense.org](mailto:jobs@immdefense.org) with the subject line “Director of Hotline and Community Defense.” Writing samples and three references will be requested for those interviewed. Please include your earliest start date in your cover letter. No phone calls please.

*The Immigrant Defense Project is an Equal Opportunity Employer that actively recruits women, people of color, persons with disabilities, persons with diverse gender and sexual identities, immigrants, and formerly incarcerated persons.*