



JOB ANNOUNCEMENT: Deputy Director

Immigrant Defense Project

Organizational Background

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. To ensure that we are prepared as an organization to meet this moment, IDP is hiring a Deputy Director, who will work closely with the newly appointed Executive Director, to add capacity for programmatic management and development work and play a coordinating role among IDP's programs, to respond cooperatively to changes in the landscape.

Position Summary

The **Deputy Director** will oversee: i) the Director of Litigation; ii) the Director of Legal Support and Community Defense; and iii) operations and finance work by supporting the Manager of Operations and Finance.

- IDP's litigation work challenges the immigration consequences of criminal convictions and arrests. IDP's litigation team submits amicus briefing and provides litigation support for cases before immigration courts, the BIA, federal circuit courts of appeal, and the U.S. Supreme Court and develops practice advisories, model briefing, and training materials.
- IDP's Padilla Support Center seeks to ensure that public defenders have the resources to incorporate immigration impacts into their defense strategy. The Padilla Support Center team

provides technical assistance, resources, and training to criminal defense attorneys, screens community members for post-conviction relief claims, and reviews pending and proposed state legislation that impacts the rights of immigrants within the criminal legal system and/or family policing system.

- IDP's Hotline provides legal analysis of the immigration penalties of criminal convictions to help immigrants and their loved ones and attorneys navigate the legal system and analyzes ICE policing tactics and the law to develop and update Know-Your-Rights resources, support partners providing Know-Your-Rights community education, and inform IDP's legal strategy, advocacy and policy work, and narrative and message development.
- IDP is a fiscally sponsored project of the Fund for the City of New York. The staff with finance responsibilities support the entire fundraising cycle and development of program and organizational budgets and monitor IDP expenses and financial health on an ongoing basis, in partnership with our fiscal sponsor. Operations staff are responsible for day-to-day staff operations, including accounts payable/receivable, organizing grant deadlines and renewals, managing vendors, and ensuring secure staff access to organizational resources.

In addition, the Deputy Director will work closely with the Executive Director on the organization's development work and play a key role with the Executive Director and IDP's leadership team in setting organizational strategies and priorities, managing cross-programmatic projects, and advising on personnel issues.

Responsibilities

- Manage two Director level staff overseeing three programs: Legal Support, Community Defense, and Litigation. Support these Directors in developing and holding the strategic vision, goals, objective, workplans and timelines for their programs, complying with organizational policies and developing program policies, evaluating and ensuring program impact and quality, and serving as organizational spokespeople.
- Identify and manage cross-program projects and ongoing work as needed.
- Oversee the organization's operations and finance work, including supervising the Manager of Operations and Finance. Note that IDP is a fiscally sponsored project of the Fund for the City of New York.
- Ensure IDP maintains accurate projections of costs and revenue for use in financial assessments with input from the Executive Director and Program Directors and ongoing communication with IDP's fiscal sponsor.
- Ensure IDP provides accurate financial reporting and budgets to funders as required by grants and contracts.
- Work closely with the Executive Director on the organization's development work, taking responsibility for stewarding ongoing general operating grants and major donors and sharing responsibility for stewarding grassroots donors.

- Work with the Leadership Team to set the strategic priorities and organizational planning, manage cross-programmatic work, and serve as a key advisor on personnel management and organizational communications issues.
- Assist the Executive Director as needed to maintain the functions of IDP's Advisory Board.

The ideal candidate would have:

- Demonstrated commitment to the rights of immigrants with convictions.
- At least 4 years of cumulative supervision and/or program management experience or the equivalent at a nonprofit organization.
- Experience working in, or familiarity with, the nonprofit legal service provider and public defender ecosystem in New York State.
- Familiarity with foundational crim-imm legal concepts, including the categorical approach and grounds of criminal removal, and civil immigration legal procedures.
- Understanding of crim-imm legal analysis, including:
 - Factors contributing to analysis of removability and immigration relief based on the INA;
 - Use of post-conviction relief as a removal defense strategy; and
 - Strategies for mitigating the impact of convictions during plea negotiations in criminal court.
- The ability to develop an organizational budget and manage financial reporting for foundation grants and partner contracts.
- Experience creating fundraising goals and strategies, establishing and maintaining relationships with institutional funders, or executing stewardship tasks.
- Experience developing organization-wide policies with regard to digital and physical operations, personnel, and finance.

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 \$105,000. 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, additional public holidays, and summer 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 July 1, 2025. We will be screening applications and interviewing on a rolling basis. Please submit a cover letter and resume to jobs@immdefense.org with the subject line "Deputy Director." 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.