



Job Description: Director of Investigation

Advancing Real Change (ARC), Inc. is seeking a Director of Investigation for its office in Baltimore, MD.

The Director of Investigation will lead and conduct mitigation investigations on behalf of ARC, Inc. clients, provide direct supervision to frontline life history investigators and record collection specialists, assume a leadership role in both external and internal training activities, and participate as a member of the management team to help develop and advance a broader strategy for change. Additional details on position requirements and responsibilities are available at the end of this posting.

Who we are (and are not)

ARC, Inc. is a growing nonprofit organization dedicated to doing big things. Our team goes above and beyond to ensure that our clients receive the quality defense to which they are entitled. We believe strongly in human dignity and its potential as a force for change in the criminal legal system. We seek to provide our staff members with the compensation, support, and flexibility that will enable them sustain this effort over time. As teammates, we respect each other's diverse contributions to the work.

ARC, Inc. is neither a private firm nor a government agency. If you are looking for a 9-to-5 job, if you take a checklist-style approach to mitigation, or if you are anything less than 100% committed to the inherent dignity of our clients and the work involved in carrying that message forward, we are not a fit for you.

What we offer

The salary for this position will be between \$60,000 and \$68,000. Benefits include an annual contribution of \$3,250 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), an employer-matched retirement plan beginning in early 2019, support of up to \$1,000 per year to take advantage of professional development opportunities, and a \$50/month stipend to defray transit or parking costs. Our leave policy includes no annual limit on, or pay deductions for, time off. It is our hope that staff members will use this time to balance periods during which cases or other projects require extensive and sustained work.

Most importantly, we offer the opportunity to work in an environment that acknowledges that your ultimate responsibility is to our clients and that will provide every support we can to help you meet that commitment. By accepting a position with us, you are accepting a role in creating systemic change and all the challenges that come with that goal.

What you will offer

The ideal candidate for this position will bring:

- 5 or more years of experience with mitigation, including at least 3 years in the context of capital defense,
- commitment to upholding and promoting mitigation best practices, as outlined in the ABA Guidelines for Mitigation Function of Defense Team in Capital Cases and in the Campaign for the Fair Sentencing of Youth Guidelines for the representation of child clients,
- the ability to provide expertise, mentorship and support to mitigation and records specialists at different stages of their professional development,
- mindfulness of what is needed to work across cultural differences of all kinds,
- resilience in the face of difficult work,
- creativity in responding to challenges and developing strategies, and
- eagerness to work as part of a team of mission-driven individuals from diverse backgrounds

Position Details

The Director of Investigation is a full-time position based in ARC, Inc.'s office in Baltimore, MD. This position reports directly to the Executive Director and has supervisory responsibility for both life history investigators and record collection specialists. The responsibilities of the position include:

As lead investigator on a case

- developing and maintaining strong client relationships,
- identifying, locating, and interviewing witnesses who are knowledgeable about the client at every phase of their life, and developing ongoing relationships as needed,
- obtaining and analyzing documentary evidence relevant to the client's life history,
- managing case budget, timeframe, and other resources,
- assisting in identifying and working with experts,
- drafting clear and concise memos covering a variety of topics,
- fostering productive working relationships with members of the defense team,
- consulting with attorneys to develop theories of the case and case strategy,
- organizing and administering the case file, and
- completing other tasks needed for the success of the case.

As a member of the management team

- ensuring quality of supervisees' memos and other written materials,
- helping supervisees to further develop client and witness interview skills,
- provide ongoing guidance regarding prioritization, problem-solving, and case strategies on supervisee cases,
- leading supervisee performance evaluation and development processes,
- helping to train ARC, Inc. staff and acting as a resource to the ARC, Inc. team as a whole,
- participating in management decision-making and planning,
- presenting at trainings and providing consultation on cases with external teams, and
- performing other duties as dictated by the needs of the office.

Application process

Those wishing to apply for this position should first ensure that they meet the following minimum requirements: 5+ years mitigation experience, a 4-year degree, clear written and oral expression, driver's license (or ability to obtain one), willingness to travel, and familiarity with issues in mental health, mental disability, trauma, racial justice, poverty, and other relevant topics.

Additional qualifications that are preferred but not required include a relevant post-graduate degree, a second language (preferably Spanish, Arabic, or French), and proficiency with case management programs, databases, or other software.

This position is required to qualify for a private investigator's license; if you meet other qualifications but are unsure of your eligibility for a license, you are encouraged to contact our team for further discussion.

Those meeting the minimum requirements should submit a cover letter, resume, contact information for three references, and a brief (3 – 5 page) writing sample to Executive Director Elizabeth Vartkessian at esv@advancechange.org. Successful applications will convey the applicant's fit with the position as described, motivation in pursuing mitigation as a career, and previous experience with direct supervision or related tasks.

ARC, Inc. is an equal opportunity employer.