



Job Description: Jacksonville Office Director

Advancing Real Change (ARC), Inc. is seeking a Director to lead our team of Life History Investigators and Record Collection Specialists in our office in Jacksonville, Florida.

The Director 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, oversee local office administration, 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 rapidly expanding nonprofit organization that believes strongly in human dignity and its potential as a force for changing the criminal legal system into a justice 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, we are not a fit for you.

What we offer

The salary for this position will be between \$65,000 and \$72,000. Benefits include an annual contribution of \$4,000 toward health and dental coverage (can be applied to our group plan premium or received as a taxed stipend), an employer-matched retirement plan, financial support for professional development opportunities, and free on-site parking. 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 work.

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

What you will offer

The ideal candidate for this position will bring:

- Five (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 the Campaign for Fair Sentencing of Youth Guidelines for Representing a Child Client Facing a Possible Life Sentence,
- the ability to provide expertise, mentorship and support to mitigation specialists at different stages of their professional development,

- mindfulness of what is needed to work across cultural differences of all kinds,
- existing awareness of current capital practices in Florida, or ability to develop such awareness
- practice of self-care and 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 Jacksonville Office Director is a full-time position based in the Jacksonville office. This position reports directly to the Executive Director and will have initial supervisory responsibility for investigative staff members who may be based in either our Baltimore or Florida office. The responsibilities of the position include:

Casework

Maintains a direct caseload to provide needed expertise and to maintain investigative skill sets.

- Serve as Life History Investigator on select cases, ensuring case progress and adherence to standards

Development of Frontline Staff

Supervises assigned investigative staff to foster skills development and provide a level of review ensuring that casework is multi-generational, field-based, and collaborative.

- Conduct periodic review of work product, including master docs
- Provide impressions, feedback, expertise on case issues and progress
- Conduct semi-annual evaluations and utilize feedback to guide professional development
- Review case expenses to ensure that budget is being adhered to and additional funding requests made proactively
- Draft and submit declarations for additional resources including time and funding
- Ensure that staff document time and expenses in a timely and accurate manner
- Lead personnel decisions, including promotion, probation, and termination, for managed staff

Community-building

Build relationships among stakeholders and participate in providing resources locally.

- Work with Executive Director and/or training staff to develop agendas for ARC-hosted trainings in the region by generating topics and speaker names that are responsive to local needs
- Strategically develop relationships with local community partners

Regional administration:

Ensure that staff members in the regional office have the physical and administrative resources necessary for effective performance.

- With support from Accounting Manager and Director of Operations, be responsible for ensuring the regional office's equipment, supplies, and facilities are functional and stocked.
- Provides troubleshooting assistance as needed.
- Lead case vetting activities and report out to full management team
- Plan internal trainings and team building efforts for office staff
- Monitor key application and renewal dates and, with support from administrative staff, submit materials to meet deadlines
- Lead hiring and recruitment process for local positions
- Approve requests for Client Assistance Fund, based on client needs and availability of funds

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.

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, which welcomes qualified applicants of all races, ethnicities, genders, gender identities, disability status, and sexual orientations, as well as those who have been system-involved.