

Position Announcement

Executive Director

California Appellate Project-San Francisco

SUMMARY

The California Appellate Project in San Francisco (CAP-SF) is seeking an experienced, motivated, and self-driven Executive Director to lead our organization. CAP-SF is a nonprofit corporation established by the State Bar of California in 1983 as a legal resource center to implement the constitutional right to counsel for indigent persons facing execution. We serve the largest population of condemned individuals in the country and are funded primarily by a contract with the Judicial Council of California.

The Executive Director will play a pivotal role in managing and directing all aspects of the CAP-SF office. In consultation with the Board of Directors, the Executive Director will oversee personnel, finance, programmatic, and physical plant decisions. Serving as the primary liaison to external entities, including state and federal courts, the bar, legal agencies, and programs, the Executive Director will be responsible for maintaining the organization's mission and advocating for indigent defense representation in capital cases.

RESPONSIBILITIES:

- Provide visionary leadership and oversight of all aspects of CAP, including personnel, finances, programs, facilities, and strategic growth
- Build strong relationships with key stakeholders like the courts, legal community, funders, policymakers, and media
- Direct policy initiatives, litigation strategies, budgets, and resource allocation
- Recruit, lead, coach, and develop a diverse staff of attorneys and legal professionals
- Expand CAP's visibility and impact through external relations, partnerships, and development

ESSENTIAL DUTIES

- **Office Oversight:** Ultimate responsibility for personnel, finances, programs, and the office environment.
- **Board Liaison:** Primary point of contact with CAP Board of Directors.
- **Committee Leadership:** Chair Legal Management Committee and Administrative Committee meetings.
- **Contract Negotiations:** Represent CAP-SF in contract negotiations and policy meetings with the California Supreme Court and AOC.
- **Strategic Planning:** Prepare panel attorney evaluations, suggest case/panel attorney pairings, and provide technical assistance to the judiciary.
- **External Relations:** Interface with other project administrators, legal organizations, and media.
- **Caseload Management:** Maintain a small caseload of assistance cases.
- **Policy Advocacy:** Comment on proposed rules of court and legislation

QUALIFICATIONS:

- JD and California bar admission required
- 10+ years in legal services, with prior management experience
- Extensive criminal law, appellate, and death penalty experience
- Passion for advancing social justice and protecting constitutional rights
- Excellent communication, relationship building, and problem-solving abilities
- Persuasive public presence and ability to inspire confidence among stakeholders
- Experience overseeing complex budgets and operations

WORKING CONDITIONS:

CAP is in a modern office building with extensive technological resources. CAP is conveniently located near public transportation in downtown San Francisco. Remote or hybrid work may be possible for the right candidate.

SALARY RANGE:

\$160,000 - \$175,000

TO APPLY:

Send us a cover letter, resume, writing sample, and three references. Also, please indicate for which position you are applying. To find out more about our organization go to <https://www.capsf.org/public/about.aspx>. To apply for the position, go to <https://capsf.bamboohr.com/careers/31>. General correspondence about this position may be addressed to THE Selection Committee at: [hiring@capsf.org](mailto: hiring@capsf.org).

CAP is committed to cultivating an environment that embraces and promotes diversity. We are an Equal Opportunity Employer. All applicants regardless of race, ethnicity, national origin, gender identity, sexual orientation, religion, disability, or age, are encouraged to apply.