

Position Announcement
Executive Director/Chief Defender of
Erie County Assigned Counsel Program

The Erie County Assigned Counsel Program is a well-respected, not-for-profit 501(c)(3) organization providing legal representation to low-income clients in criminal and family courts in Erie County, New York. The Executive Director/Chief Defender, is the top-level administrator responsible for overseeing the program, ensuring indigent litigants receive legal representation, managing a staff of 40+ and overseeing the panels of private attorneys (independent contractors) who are appointed to represent these litigants.

Responsibilities include:

- **Program Administration:** responsible for the day-to-day operations of the assigned counsel program, including approving panel attorney vouchers, budgeting, staffing, and policy implementation.
- **Panel Management:** oversee the panel of private attorneys (250+) who are appointed to represent indigent litigants.
- **Quality Control:** ensure that the legal representation provided by the program meets the required standards.
- **Advocacy:** advocate for the program and the rights of indigent litigants.
- **Supervision:** supervise the Chief Financial & Technology/HR Officer, First Deputy Defender-Criminal Courts, Second Deputy Defender – Family Courts, and administrative support staff.
- **Board of Directors:** this position reports to the Board of Directors for the program.

Minimum Qualifications of the Executive Director/Chief Defender:

- Currently licensed to practice law in the State of New York with a minimum of five (5) years experience in both criminal and family court defense work.
- Minimum of 10 years, 15 years preferred, experience as an effective organizational leader or senior manager with direct supervisory and program management responsibilities.

Preferred Skills

- Deep understanding of and vision for the delivery of legal services to clients in need.
- Working knowledge of Article 18-b of the New York State County Law.
- Passionate commitment to equal justice for all, and experience protecting and advancing the rights of marginalized and disadvantaged populations.
- Established record of organizational leadership, resource development and personnel management.
- Excellent written and communications skills, including experience with public speaking and communicating effectively with staff.

- Ability to work with a broad range of stakeholders including bar associations, judiciary, social services agencies, funders and community groups and their leaders.
- Experience working with a finance team and Board to oversee and manage a large organizational budget.
- Experience in developing and maintaining government and private revenue streams, including federal, state and local grants.
- Ability to work effectively with a Board of Directors.

Compensation:

- The hiring salary range for the Executive Director/Chief Defender is \$212,358 to \$221,000 commensurate with experience. This position also comes with excellent benefits, including paid time off, health, dental, vision insurance and pension plan. E-mail resume, cover letter demonstrating commitment to serving persons of limited means, and references by **December 15, 2025** to Rsaclilaw@gmail.com. Additional information about our program can be found on website: www.assigned.org. We are an Equal Opportunity Employer.