

Federal Defenders of Eastern Washington & Idaho

Job Announcement Executive Director

About the Federal Defenders of Eastern Washington & Idaho

The Federal Defenders of Eastern Washington & Idaho (FDEWI), is a public defender in the United States District Court for the Eastern District of Washington and North Idaho. It handles cases in the Magistrate and District Courts for the Eastern District of Washington, the Northern Division of Idaho, the Ninth Circuit Court of Appeals, and the United States Supreme Court. Our sole mission is to represent indigent individuals accused of federal criminal offenses.

FDEWI has 45 employees. The main office is in Spokane, Washington, with a branch office in Yakima, Washington. Court is held in the Federal Courthouses in Spokane, Richland, Yakima, and Coeur d'Alene, Idaho. FDEWI is a non-profit organization governed by a volunteer Board of directors and funded by Congress.

The Executive Director Position

The Executive Director should be a skilled criminal defense attorney and a skilled manager who has held a leadership position within the legal profession, especially within a public defense organization, and is passionate about representing indigent criminal defendants. The Executive should have a proven track record of collaborating with lawyers, investigators, and support staff in a team setting, and a proven ability and aptitude to support, nurture, and manage a diverse staff. The Executive must ensure the sound fiscal and operational management of the organization. The Executive should be skilled at raising awareness of federal defense work within the greater community, and in partnership with the Board, stewarding the work of the organization into the future.

The Board is committed to hiring an Executive Director who is especially skilled and experienced in management and administration. The Executive should carry a caseload to keep current, but much of the responsibility is related to management and administration.

Duties of the Executive Director

- Strategic Leadership.
- Serving as a mentor, and exemplary practitioner of federal criminal defense practice.
- Collaborating with the Board to develop plans for advancing the work and mission of FDEWI.
- Maintaining consistent communication with the Board regarding critical issues.
- Working in a transparent, respectful and collaborative way with FDEWI staff on the creation of policies, procedures, and strategies for advancing the work of the office.
- Ensuring a high level of staff productivity and work-product quality throughout the organization while creating and maintaining a work culture that supports and sustains the wellness of individuals and the office as a whole.
- Inspiring, supervising, and evaluating attorneys and staff.
- Advocating for the interests of the federal defense system at the national level through individual advocacy and service on committees and advisory groups that inform policy.
- Representing the organization before the Courts regarding administrative issues.
- Representing the organization in the media, by participating in training conferences, and at other public events.
- Developing strategic relationships which assist FDEWI with contract and other business negotiations.
- Handling day-to-day personnel issues including conflict resolution, disciplinary action, and termination processes.
- Monitoring regulatory compliance and communicating compliance requirements to others throughout FDEWI.
- Developing and minoring budgets and financial plans.
- Working with Defender Services of the Administrative Office of the United States Courts.

Qualifications

- 10+ years of experience as a criminal defense lawyer.
- Proficient federal criminal defense practitioner.

- Licensed to practice law in at least one of the fifty states or the District of Columbia.
- Solid familiarity with the federal defense organization regulatory environment.
- Outstanding communication and relationship-building skills.
- Experience with and the ability to work well with people with diverse life experiences.
- High-level management experience within a public defender organization or its equivalent.
- Proven track record of advocacy, national public speaking or its equivalent, and media relations.
- Experience and aptitude supervising attorneys and support staff to create an effective work environment.

Salary: \$197,200

Posting expiration date:

How to apply: Complete the attached application with application with Resume and to Jodi Dineen at jdineen@ettermcmahon.com no later than June 22, 2026.

Federal Defenders of Eastern Washington and Idaho is an equal opportunity employer committed to inclusive hiring and dedicated to diversity and inclusion in its work and with its staff.

APPLICATION FORM
**EXECUTIVE DIRECTOR
FEDERAL DEFENDERS OF
EASTERN WASHINGTON AND IDAHO**

All electronic applications are to be submitted to Jodi Dineen at jdneen@ettermemahon.com
Or posted to: Jodi Dineen
Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C.
618 W. Riverside Avenue, Suite 210
Spokane, WA 99201

Also, please INCLUDE A RESUME with 4 references. Include contact information for references. Completed applications must be received by end of business on for full consideration.

GENERAL

1. Full Name: _____

2. List any other names under which you have obtained a degree: _____

3. Office Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ E-mail Address: _____
4. Residential Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____
5. Place of Birth: _____
6. Are you legally permitted to work in the United States? _____

7. Military Service:
Branch: _____ Dates: _____

13. Do you hold any professional degrees or licenses other than your law degree? If so, please describe.

14. Have you ever attended, or taught, any trial practice courses? If so, please give the dates and names of programs.

HONORS

15. List any honors, recognitions or awards you have received relating to the legal profession. If you were a member of law review, state positions held. If you have authored material, which has been published in any law or law-related books or other publications, please list them giving citations and dates.

PROFESSIONAL ADMISSIONS

16. List all courts (including state bar admissions) and administrative bodies having special admission requirements in which you are presently admitted to practice, giving dates of admission in each case.

<u>Court or Administrative Body</u>	<u>Date of Admission</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PROFESSIONAL AND OTHER ACTIVITIES

17. List all bar associations and legal professional societies of which you are a member. Give the titles and dates of any office you have held in such groups or committees to which you belong.

18. List all organizations and clubs, other than bar associations and professional societies identified in response to Question No. 17 above, of which you have been a member during the past ten (10) years, including the titles and dates of any offices you have held in such organizations.

LAW PRACTICE

19. State the names, addresses and dates of employment for all law firms with which you have been associated in practice, all government agencies and all private business organizations with which you have been employed. Also, provide all dates during which you have practiced as a sole practitioner.

Law Firm, Organization,

<u>Agency, Etc.</u>	<u>Address</u>	<u>Position</u>	<u>Dates</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A. For all private firms or business organizations listed above: Are you now, or have you ever been, the managing partner or a member of the management committee? If so, please list the firm and the dates of your managerial duties.

B. For all governmental agencies or offices listed above: Are you now, or have you ever been, a supervisor or manager? If so, please list the agency or office and the date of your managerial duties.

23. Approximately how many criminal trials have you participated in during the past ten (10) years? _____

- A. In how many of the above cases were you lead counsel? _____
- B. In how many of the above did you represent the defendant? _____
- C. How many of the above were tried before a jury? _____
- D. How many of the above occurred in federal court? _____
- E. How many of the above were in state court? _____
- F. How many of the above involved felony charges? _____

24. Approximately how many criminal appeals have you participated in during the past ten (10) years? _____

- A. In how many of the above did you write a brief? _____
- B. In how many of the above did you present an oral argument? _____
- C. In how many of the above did you represent the defendant? _____
- D. How many of the above were federal appeals? _____
- E. What significant legal issues have you presented to appellate courts, and why do you feel they are significant? _____

25. Please summarize your courtroom experience for the past five (5) years including a brief description of cases you have tried to conclusion in courts of record during that time and whether you were sole, associate, or chief counsel. Give citations of any reported cases.

PUBLIC OFFICE

26. Have you ever run for or held public office? Yes _____ No _____

If yes, give details. _____

JUDICIAL EXPERIENCE

27. Have you ever held judicial office or been a candidate for judicial office? If so, please state the courts involved and the dates of service, or dates of candidacy.

Quasi-judicial service information:

Name of agency: _____

Position held: _____

Hearing of what issues: _____

Number of cases adjudicated: _____

Dates of service: _____

ADMINISTRATIVE EXPERIENCE

28. Describe in detail any significant administrative experience you have had involving personnel and fiscal management, budgeting and procurement.

BUSINESS INVOLVEMENT

29. If you are now an officer, director or otherwise engaged in the management of any business enterprise, state the name of such enterprise, the nature of the business, the nature of your duties and whether you intend to resign such position immediately upon your selection as Executive Director.

30. Since being admitted to the Bar, have you ever engaged in any occupation, business, or profession other than the practice of law? Yes _____ No _____

If yes, please provide details, including dates.

31. During the past five years, have you received any fees or compensation of any kind other than for legal services rendered from any business enterprise, institution, organization or association of any kind? Yes _____ No _____

If yes, identify the source of such compensation, the nature of the business enterprise, institution, organization or association involved, and the dates such compensation was paid.

32. Do you possess any significant ownership interest in any for-profit business? If so, please provide details.

OTHER BACKGROUND

33. Have you ever been arrested, charged or convicted for violation of any federal law, state law, county or municipal law, regulation or ordinance? Yes_____ No_____

If yes, give details. (Do not include traffic violations for which a fine of \$200.00 or less was imposed unless it also included a jail or probated sentence.)

34. Have you ever been sued by a client alleging malpractice or breach of fiduciary duty?

Yes_____ No_____

If yes, please provide details.

35. Has anyone ever asserted in court pleadings that you provided ineffective representation?

Yes _____ No _____

If yes, please describe the claim and the outcome.

36. Have you or your professional liability insurance carrier settled a claim against you for alleged professional malpractice or breach of fiduciary duty?

Yes _____ No _____

If yes, please provide details.

37. Have you ever been sued for, or charged in any criminal proceedings with, conduct alleged to involve moral turpitude, dishonesty or unethical conduct?

Yes _____ No _____

If yes, please provide details.

38. Have you ever been the subject of a professional grievance or a grievance proceeding, or been disciplined for a violation of the Rules of Professional Conduct (or equivalent) for alleged unethical or unprofessional conduct by any court, administrative agency, regulatory bar or other professional group? Yes _____ No _____

If yes, please provide details.

39. Are you currently the subject of any pending criminal or civil investigations, bar complaints, or grievances filed on behalf of a client? Yes_____ No_____

If yes, please provide details.

40. Have you filed appropriate tax returns as required by federal, state, local and other government authorities? Yes_____ No_____

If no, please explain.

41. Have any liens or claims ever been instituted against you by the federal, state or local authorities? Yes_____ No_____

If yes, please explain.

ADDITIONAL INFORMATION

42. List four individuals as references who are familiar with your legal, administrative abilities, and character.

Name: _____

Address: _____

Day Phone: _____

Name: _____

Address: _____

Day Phone: _____

Name: _____

Address: _____

Day Phone: _____

Name: _____

Address: _____

Day Phone: _____

CONFIDENTIALITY STATEMENT

This form will be kept confidential and will be examined only by members of the Board of Directors of Federal Defenders of Eastern Washington and Idaho. The individuals whom you have listed as references may be contacted by the Board. By submitting this application you verify that all responses to questions are truthful.

Signature

Date: _____