

Pennsylvania Innocence Project Administrative and Development Director

The Pennsylvania Innocence Project seeks a candidate for the position of Administrative and Development Director whose duties will include administrative and fiscal management as well as marketing and development.

Who We Are

We change people's lives by providing hope and freedom to the convicted innocent. The Pennsylvania Innocence Project is a small independent nonprofit in existence for only 8 years, yet we have had a tremendous impact in the state. In that short time, we have grown from having a staff of 2 to a staff of 7 and from one office to two. We've freed or won new trials for 8 innocent people. We've trained hundreds of law students, and worked with hundreds more attorney volunteers in courts across the state. In addition, the Project works with other innocence organizations around the world to help bring needed change to the criminal justice system – change that will help prevent innocent people from being convicted.

Housed and supported by Temple University Beasley School of Law at its principal office in Philadelphia, the Project has a second office at Duquesne School of Law, Pittsburgh. We have an annual operating budget of approximately \$600,000. The Administrative and Development Director will work at the Philadelphia office – located in the heart of Center City – where the working atmosphere is warm, engaging, and never boring.

Job Description and Responsibilities

The Administrative and Development Director will have day-to-day responsibility for management and administration for the Project including budgeting and financial reporting, taxes, procurement, human resources, payroll, property and risk management, office technology, and such other matters as may be assigned by the Executive Director for the administration of the Project.

In the development role, the Director will have day-to-day responsibility for marketing and development including donor solicitation and donor relations, donor database management, grant applications and grant management, and special events. In addition, the Director will maintain and update the Project website, oversee social media, and coordinate communications with prospective and existing donors with oversight from the Executive Director.

How to Apply

If you have a Bachelor's degree – or a preferred Masters, J.D., or other professional degree – as well as 3 years experience in organization management, fundraising and development, strong organizational skills and enjoy a collaborative team environment, we'd like to talk with you. Interested applicants should submit a cover letter and resume to innocenceprojectpa@temple.edu

The Pennsylvania Innocence Project is an equal-opportunity, affirmative-action employer, committed to workplace diversity.

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