

**Pennsylvania Innocence Project
Administrative and Development Director**

The Pennsylvania Innocence Project seeks a candidate for the position of administrative and fiscal management as well as marketing and development.

Pennsylvania Innocence Project is an independent nonprofit which is housed and supported by Temple University Beasley School of Law, at its principal office in Philadelphia and a second office at Duquesne School of Law, Pittsburgh. It has an annual operating budget of approximately \$600,000.

Job Description and Responsibilities

The Administrative and Development Director will have day-to-day responsibility for management and administration, 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, will have day-to-day responsibility for marketing and development, including donor solicitation and donor relations, donor database management, grant applications and grant management, special events, maintaining and updating website and social media and communications with prospective and existing donors.

Qualifications and Required Skills

- Bachelor's degree required. Master's , J.D. or other professional degree preferred
- Minimum of three years demonstrated experience in organizational management and fundraising and development including individual giving, planning events and applications and management of foundation and government grants.
- Strong organizational skills, attention to detail, and ability to prioritize effectively and handle multiple projects.
- Demonstrated excellent verbal and written communication skills.
- Demonstrated ability to work independently as well as in a collaborative team environment.
- Demonstrated interpersonal skills, along with the ability to interact effectively with a diverse constituent population.
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How To Apply:

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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