



## **Director of Development & Operations**

The Midwest Innocence Project (MIP) is a 501(c)(3) non-profit legal defense organization dedicated to representing wrongfully convicted prison inmates in our five-state region (MO, KS, NE, IA, AR) who can prove their innocence through the use of DNA testing and other newly discovered evidence. The MIP seeks a candidate for a full-time Director of Development & Operations position beginning immediately in its Kansas City, Missouri office. This position reports directly to MIP's Executive Director and is responsible for effectuating the following job responsibilities relevant to MIP's external/outreach and administrative work.

The 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.

### **OPERATIONS & FINANCIAL MANAGEMENT**

- Responsible for all clerical, administrative and IT functions – from low-skilled to highly complex
- Responsible for all of organization's financial operations and financial management
- Manage bank accounts, bill payments, payroll, benefits and bookkeeping (Quickbooks)
- Maintain compliance with licensing, insurance, charitable solicitations, tax and other governmental requirements for non-profit and law office management
- Prepare estimated and actual budgets, and then conduct quarterly audits and reviews of approved budget
- Monitor all financial inflows and oversee accurate documentation, processing, acknowledgment and reporting of the same
- Manage contracts and all interactions with landlord and contractors
- Oversee effective operation of all IT and office equipment

## **DEVELOPMENT & FUNDRAISING**

- Identify and solicit major gifts and planned gifts in our 5-state area;
- Coordinate multiple special events in our different regions, including MIP's signature annual gala, *Faces of Innocence* (some travel may be required);
- Support and encourage members of MIP's Board of Directors and the Executive Director in their individual fundraising efforts, including event planning and identifying potential donors for small and major gifts;
- Identify, cultivate, solicit, and steward donors through all forms of contact, including in-person visits, and regular contact by e-mail and telephone;
- Manage MIP's donor database, including timely tracking of donor contributions and communications;
- Develop all marketing materials;
- Manage MIP's web content—[www.themip.org](http://www.themip.org)—and recruit and supervise media interns;
- Produce reports on MIP's general and fundraising activities, including MIP's Annual Report, Monthly Newsletter, and donor reports.

### **Qualifications:**

- A Bachelor's degree and commitment to social justice required;
- At least two years of experience in non-profit management preferred;
- Proficiency with the following systems strongly preferred: Quickbooks, DonorSnap, Constant Contact, Office Suite, Dropbox, and WordPress.

The selected candidate must be detail oriented and have superior organizational, oral communication, and writing skills. The ideal candidate must be a self-starter, adept at the nuances of donor relations, and understand the unique issues involved with fundraising in support of criminal justice issues. Salary is \$60,000+, depending on experience. Medical and dental insurance provided.

### **Application Instructions:**

Please send a cover letter, resume, writing sample (e.g., a thank you letter, appeal, letter of intent, grant application, etc.), and a list of references to [tbushnell@themip.org](mailto:tbushnell@themip.org). Applications will be considered until the position is filled.

The Midwest Innocence Project is an equal opportunity employer and strives for diversity among its applicant pool as well as within its staff and board. We strongly encourage people from all backgrounds, especially racial, ethnic, gender and sexual orientation minorities, veterans, people with disabilities, and smart people with non-linear/non-traditional experience and educational backgrounds to apply for this position. Most importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity, diversity, and inclusivity.