



### **Managing Attorney - Nebraska**

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 Managing Attorney position beginning immediately in its Omaha, Nebraska office. This position reports directly to MIP's Executive Director and is responsible for effectuating the following job responsibilities relevant to MIP's legal and administrative work in Nebraska.

The Managing Attorney will have day-to-day responsibility for investigating and litigating cases in Nebraska, as well as management and administration for the Omaha office, including community and donor engagement and such other matters as may be assigned by the Executive Director for the administration of the Project.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The following are the primary duties and responsibilities of the Managing Attorney.

#### **CASEWORK:**

- Maintain own caseload of a reasonable size to investigate and litigate cases with claims of innocence;
- Oversee and supervise litigation and casework conducted by MIP volunteer and partner lawyers and law students in Nebraska cases;
- As staffing grows, manage members of the MIP Nebraska team, supervising their casework to ensure that it is of the highest standard and that they meet the targets and objectives that have been set for them;
- Work with the Executive Director and Regional Board to lead and/or contribute to MIP's policy work, especially in relation to matters affecting casework and/or organizational interests;
- Ensure that all time keeping and other reporting is undertaken in a timely and appropriate way.

#### **DEVELOPMENT & FUNDRAISING:**

- 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;
- With or as requested by the Executive Director, lead and/or contribute to fundraising applications and initiatives and/or make fundraising applications as necessary to develop and support both the casework team and core functions of MIP's work in Nebraska;
- Jointly with the Executive Director and Director of Operations & Development, prepare or arrange for the preparation of an annual budget for Board approval.

**Qualifications:**

- A J.D. from an accredited law school and commitment to social justice required;
- At least five years of experience in post-conviction investigation and litigation required;
- Supervisory or management experience preferred;
- Must hold a license to practice law in Nebraska, or become licensed in Nebraska within 6 months of hire.

The selected candidate must be detail oriented and have superior organizational, oral communication, writing and interpersonal skills. The ideal candidate must be a self-starter, passionate about criminal justice issues, and dedicated to training and educating individuals on issues regarding wrongful convictions. Salary is \$70,000+ depending on experience. Medical and dental insurance provided.

**Application Instructions:**

Please send a cover letter, resume, and 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 and ethnic 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.