

## **Innocence Project of Florida – Development Assistant August 1, 2016**

The Innocence Project of Florida, Inc. (IPF) is seeking a Development Assistant with a demonstrated passion for social justice issues, beginning immediately in its Tallahassee, Florida office. The Development Assistant will be a part-time position, with full-time potential for an exception candidate, and will report directly to the Executive Director. The Innocence Project of Florida is a 501(c)(3) non-profit legal defense organization dedicated to representing Florida prison inmates who can prove their innocence through the use of DNA testing and other newly discovered evidence. IPF is the premier criminal justice organization in Florida and has helped secure the release of numerous individuals who collectively spent over 270 years in prison for crimes they didn't commit.

### **Essential Functions of Position:**

The Development Assistant will be responsible for generating revenue to support IPF's litigation, social services, and policy activities. Specifically, the selected candidate will be expected to:

- Communicate with donors to facilitate closing of gifts secured by the Executive Director and Board Members;
- Prepare and send gift acknowledgments, pursuant to IPF's Gift Acknowledgment Policy;
- Manage IPF's CRM/Donor database, including timely tracking of donor contributions and communications;
- Assist the Executive Director in coordinating and staffing multiple special events in different regions of the state, including IPF's signature annual gala, *Steppin' Out*;
- Schedule donor cultivation and solicitation meetings for the Executive Director and Board Members;
- Assist in all aspects of IPF's Annual Giving Campaign, including the communication of digital and snail mail solicitations;
- Assist in the development all marketing materials; and
- Produce reports on IPF's general and fundraising activities, including IPF's Annual Report, semi-annual Newsletter, and monthly donor reports.

### **Qualifications:**

- Candidates must have a strong, demonstrated commitment to remedying injustice on behalf of vulnerable populations in general and to IPF's core mission of finding and freeing innocent people in Florida's prisons.
- All candidates must have a Bachelor's degree, with office assistance experience a plus;
- Proficiency in Microsoft Office applications (i.e. Word, Excel, PowerPoint, Outlook Mail and Calendar);

- Ability to quickly learn software used for donor management, soliciting online donations, mass email communication, web content management, and creative design, such as CRM (Salesforce), Click & Pledge, Blast Email Software (Vertical Response), and Espresso, WordPress, Adobe Creative Suite;
- Prior experience in a non-profit and/or criminal justice setting preferred, but not required.

The selected candidate must be detail-oriented and have superior organizational, oral communication and writing skills. The ideal candidate is self-motivated and must be a team-player willing to work in a collaborative, small-office environment.

**Benefits:**

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Development Assistant will receive a generous public interest salary commensurate with his or her level of experience; and a generous vacation and sick time allowance.

**How to Apply:**

The application deadline is September 30, 2016. Please send a cover letter, resume, list of references and salary requirements to:

Innocence Project of Florida  
Attn: Development Assistant Position  
1100 E. Park Ave.  
Tallahassee, FL 32301

You may also fax the required materials to 850-561-5077 or email to Seth Miller, Executive Director at [smiller@floridainnocence.org](mailto:smiller@floridainnocence.org), with “Development Assistant Position” in the Subject Line.

The Innocence Project Florida is an equal-opportunity, affirmative-action employer, committed to workplace diversity. We do not discriminate in employment decisions based on race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, age or disability.