



Job Description: Advancement & Operations Coordinator

Organizational Summary:

The mission of the Great North Innocence Project is to free the wrongfully convicted and prevent future wrongful convictions from occurring in Minnesota, North Dakota, and South Dakota. Founded in 2001, the Great North Innocence Project provides legal representation to people wrongfully convicted or incarcerated for crimes they did not commit. The Great North Innocence Project also educates attorneys and other criminal legal professionals on best practices, educates the community on wrongful convictions, and works to reform the criminal legal system to prevent innocent people from going to prison. The Great North Innocence Project is a founding member of the Innocence Network, an international group of nonprofit organizations, law schools, public defender offices, and law firms who share our goals.

Purpose:

The Advancement & Operations Coordinator will play a key role in advancing the mission of GN-IP by supporting a broad array of nonprofit organization matters including daily development, communications, and administrative activities. The Advancement & Operations Coordinator will be part of cohesive team of professionals led by the Executive Director and will report directly to the organization's Development and Pro Bono Program Director. The Coordinator will work with members of the Advancement and Legal teams on projects as assigned.

Responsibilities Include:

Development & Communications:

- Data entry and management of donor records, gifts, and interactions using CRM (Salesforce)
- Review third party donations, export data from third party platforms, update in Salesforce,
- Conduct donor stewardship through prompt gift entry and follow up, send thank you emails and thank you letters on a weekly basis, enhance donor experience
- Support fundraising events including the annual Benefit for Innocence
- Manage invitations, donations and payments in the OneCause event platform, track invites, updates in Salesforce
- Track and update events on our website
- Generate sponsorship and third party agreements
- Support silent and live auction item solicitation, event sponsorships and ticket sales
- Manage outreach and other scheduling logistics
- Assist with other special projects and advancement tasks as requested, including prospecting and reporting

Operations:

- Answer phones, provide responses as appropriate, and direct calls as necessary

- Monitor and manage the admin & info GN-IP e-mail accounts
- Review and distribute mail
- Recruit and supervise volunteers and interns
- Prepare various documents, including spreadsheets, mass communications, PowerPoint presentations, and forms
- Assist with organizational human resources, bookkeeping, and financial management needs
- Maintain and troubleshoot office equipment and system access issues
- Appropriately and independently refer and process information requests
- Assist with GN-IP Board and Board Committee meetings, activities, and follow up tasks
- Office supply management
- Other administrative duties as required

Key Individual Attributes Include:

- **Mission Focus:** Commitment to the mission of GN-IP and its organizational goals in all aspects of performing the work of this position. Find joy in the work of helping people from diverse backgrounds and in improving justice.
- **Authenticity:** Able to listen for understanding, be candid, maintain personal and organizational integrity, and admit to and be willing to learn from mistakes (we all make them).
- **Collaborative:** Be reliable, share ideas, take direction, communicate openly and honestly, ask for help when needed, offer help as needed, support co-workers and volunteers, and be willing to assist with things outside the job description when the need arises.
- **Flexibility and Growth Mindset:** A self-starter who is willing to work with the ED to manage position responsibilities and prioritize tasks and projects. Ability to manage multiple accountabilities in a fast-paced environment. An open mind to learn new things and new ways, take on challenges, and grow with the position over time.
- **Honesty and Discretion:** Respect and keep confidential all applicable information regarding clients, cases, constituents, donors, financial, and other matters as required. Exercise discretion, good judgment, honesty and accountability in all things.
- **Emotional Intelligence:** The ability to express emotions thoughtfully and to handle interpersonal relationships with respect and empathy.

Qualifications:

- 1-3 years of experience with responsibilities such as development, sales, event planning, marketing, communications, office administration, or the equivalent combination of abilities
- High level of attention to detail and accuracy, outstanding organizational, time management, and problem solving skills
- Strong communications and interpersonal skills
- Strong computer skills; experience with Excel & Customer Relations Management systems (Salesforce, preferred)
- Excels at both working independently and on a team
- Flexibility to work occasional evening and weekend hours to support events as needed
- Manages multiple priorities and follows a project through to completion
- Reliable, flexible, detail oriented and open to feedback

- Has the ability to maintain a positive attitude and cheerful demeanor in fast-paced or high-stress environments
- Sensitivity and commitment to diversity and the ability to work respectfully with people of all cultures, backgrounds, and work styles

Compensation and Benefits:

- Salary dependent upon experience and market standards (\$42,000 - \$48,000)
- Benefits include health and dental insurance, life and long-term disability insurance, retirement plan, and paid time off
- Career and professional development opportunities
- The Advancement and Operations Manager will work mainly at the GNIP office within the University of Minnesota Law School, with regular need for local travel for meetings and errands outside the office (must have daily access to a vehicle). Flexibility to work from home 1-2 days per week, at the direction and discretion of the Executive Director.

To Apply:

Send cover letter and résumé as attachments via e-mail to Deandra Bieneman at employment@gn-ip.org. Applications accepted until position is filled.

Workforce Diversity & Equal Opportunity:

The Great North Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. As members of the Innocence Network, we stand by the Network [Statement on Diversity, Equity, and Inclusion](#). We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.