



## **Mid-Atlantic Innocence Project: Development Associate Job Posting**

### **Overview & Purpose**

The Mid-Atlantic Innocence Project's (MAIP) Development Associate plays a critical role by providing operational coordination for the Development Department and participating in fundraising activities, including donor relations, stewardship, and data management.

This brand new, full-time, exempt position is an integral part of achieving the organization's mission. The Development Associate works under the direction of and reports to the Deputy Director.

### **About You:**

You take initiative and can multi-task and work in a fun, exciting environment with multiple priorities. You are a motivated team player with superb organizational and communication skills. You are committed to delivering the highest quality of customer service and work product. You are creative and have keen attention to detail. You are passionate about the work and are enthusiastic about fundraising.

### **About Us:**

The Mid-Atlantic Innocence Project works to free innocent people who have been wrongfully convicted in Washington DC, Maryland, and Virginia. One of the most successful innocence organizations in the country, MAIP has freed 37 men who have collectively served more than 723 years behind bars. Additionally, we have helped pass 17 laws to prevent or make it easier to correct wrongful convictions.

### **What You'll Do as our Development Associate:**

Specific responsibilities include, but are not necessarily limited to:

- Manage constituent and donor data, including running reports and entering data in eTapestry. Maintain the accuracy and integrity of our database by ensuring that all information is kept current and up to date.
- Run donor acknowledgement letters weekly.
- Manage the life cycle of our donors, from acquisition to retention to upgrade, and all stages in between.
- Assist with management of the major gift pipeline. Maintain an organized moves management system, noting who needs to be contacted, when, and why.

- Prepare emails to donors and respond to external and internal requests for information, materials, or assistance, in writing and on the telephone.
- Manage our social media channels (Facebook and Twitter). Develop and create engaging posts.
- Assist with planning fundraising events and donor-engagement programming.
- Create and manage communications in Constant Contact, our donor communications platform.
- Coordinate and manage multifaceted projects, setting realistic milestones and deadlines, and manage an organized timeline.
- Other tasks as assigned.

### **Qualifications & Experience**

- ***At least two years*** of fundraising/development work experience.
- Bachelor's Degree or equivalent. High School graduate with significant work experience will be considered.
- Demonstrated experience working as part of a team.
- Technological savvy/demonstrated ability to learn new systems and CRM platforms.
- Understanding of Microsoft Word and Excel. Ability to perform mail merges.

### **Key Competencies**

- Ability to work independently while also being able to collaborate effectively.
- Great interpersonal and verbal communication skills.
- Honed organizational skills, problem solving, and the ability to prioritize tasks.
- Enthusiasm for social justice and the work of MAIP, including a demonstrated commitment to public interest.
- Be a team player who is engaged in and passionate about our mission.

### **Compensation & Benefits**

\$40,000 - \$50,000 per year, health insurance (we pay 50%), paid time (plus federal holidays and the week between December 25 and January 1), MetroChek, family-friendly office environment. While we are mostly working from home during the pandemic, this position needs to be able to come in to the office at least once per week.

How to Apply:

No later than February 15, 2021.  
 Incomplete applications will not be considered.  
 Please send a cover letter and resume:

Todd Kimmelman  
 Deputy Director  
[jobs@exonerate.org](mailto:jobs@exonerate.org)

*The Mid-Atlantic Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities 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.*