



## **Grants & Events Manager**

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 Grants & Events Manager beginning immediately in either Kansas City, St. Louis, Omaha, or Des Moines. 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 development work.

The Grants & Events Manager will have day-to-day responsibility for grant applications and grant management and special events. In addition, the Director will maintain and update MIP's website and coordinate communications with prospective and existing donors regarding upcoming events with oversight from the Executive Director.

### **Grant Management (50%)**

- Conduct research on potential funding sources and interact with potential funders.
- Draft and submit grant proposals to foundations, corporate funders, and federal and state grantors.
- Maintain grant database; handle oversight of grant maintenance and reporting.
- Maintain relationships with MIP's existing funders.
- Regularly establish relationships with new funders in order to meet expanded program/fiscal needs.

### **Event Management (40%)**

- Coordinate multiple special events in our different regions, including MIP's signature annual gala, *Faces of Innocence* (travel may be required).
- Coordinate, support, and develop regional advisory boards in MIP's expanded region.
- Prepare event management plans and timelines.
- Prepare and adhere to an event budget.
- Coordinate all aspects of the event, including:
  - Booking vendors/suppliers;
  - Developing and distributing marketing materials;
  - Event promotion and ticket sales;
  - Sourcing auction items;
  - Communicating event details to all stakeholders;
  - Coordinating acknowledgements and post event activity;
  - Recruiting, coordinating, and training volunteers involved in the events.

**Additional responsibilities associated with the position (10%):**

- Engage MIP Board, advisory boards, staff, and supporters in fundraising activities.
- Manage MIP's web content—[www.themip.org](http://www.themip.org)—and recruit and supervise media interns;
- Coordinate the production of MIP's Annual Report.
- Take on other projects at the direction of the Executive Director.

**Qualifications:**

- Fundraising experience and a commitment to social justice required;
- Experience with grant writing or proposals required.
- Experience with events, preferably in the non-profit sector, preferred.
- Proficiency with the following systems strongly preferred: GreaterGiving, Neon, Constant Contact, Office Suite, Dropbox, and WordPress.

The selected candidate must be detail oriented, a creative thinker, with strong 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. Adherence to deadlines required. Salary is \$40,000-\$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.