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## **Development Director**

**\*\*This is a Full-Time, Hybrid (Remote/Office) Position\*\***

### **What Does the Team at NEIP Do?**

The New England Innocence Project (NEIP) is a small non-profit organization that frees innocent people from prison, supports individuals and families impacted by long-term incarceration, and fights to end the systemic harms of the criminal legal system in the six New England states. We represent people with claims of innocence and use litigation, training, public education, and policy efforts to create systemic change in the criminal legal system. We endeavor to approach our work with an anti-racist and intersectional lens, and we use consensus-based decision-making where possible. We recognize that the criminal legal system and the carceral state are shaped by white supremacy and capitalism. We see our work as an opportunity to challenge and undermine the system's drive for punishment, especially in marginalized communities.

### **Overall Position Description**

The Development Director will play an important role in ensuring the financial stability and future growth of the New England Innocence Project and its impact in our community. Working with the Executive Director, Senior Director of Communications, Director of Operations, Director of the Exoneree Network, Development Coordinator, and other NEIP staff, the Development Director will be responsible for planning and implementing comprehensive fundraising and stewardship programs using a community-centered approach. Alongside the entire team, the Development Director will help us fight injustice in the criminal legal system.

Beyond the individual responsibilities of each staff member, all NEIP staff support each other and the organization by taking on special projects as needed and by attending and participating in NEIP-related functions and events.

NEIP's hybrid workplace is flexible, with no specific days required at our Cambridge office on a weekly basis. However, this position will require in-person meetings with team members, supporters, potential supporters, and others. In addition, this position will oversee certain in-person events.

## Responsibilities & Duties At a Glance:

- Leadership, Supervision, & Strategy
  - Create a comprehensive and diversified development plan and calendar on an annual basis in alignment with strategic and budgetary goals/priorities/needs
  - Articulate priorities for new donor prospect research in partnership with other team members
  - Evaluate success against the development plan with data analysis and benchmarking
  - Be responsible for CRM Leadership and tracking donor engagement
  - Create and oversee annual direct mail and e-mail fundraising campaigns
  - Supervise the Development Coordinator
  - Continue to grow and develop planning around major gifts, employer matching, corporate gifts, and legacy giving
  - Collaborate and communicate with NEIP staff, including the Executive Director, Senior Director of Communications, Director of Operations, and Director of the Exoneree Network
- Board Relations
  - Support the Board of Trustees with the preparation of development materials/reports for board meetings
  - Be the primary point of contact and staff manager for external fundraising committees, such as Event Host Committees, supporting their work with materials and oversight
- Donor Engagement & Stewardship
  - Develop and execute a stewardship plan on an annual basis; manage donor engagement and ensure timely, accurate, and personalized stewardship
  - Leverage networks and coordinate schedules of the Executive Director and Exoneree Network Director for relational fundraising
  - Own a portfolio of donor relationships and help manage donor engagement through e-mail, phone, and/or in-person meetings
  - Lead the process of planning and creating fundraising appeals and mailing lists
  - Update gift acknowledgment letters as needed
  - Monitor and implement practices to ensure CRM data quality
  - Support the creation and execution of external fundraising events and house parties
  - Regularly evaluate the donor experience and communicate and incorporate feedback to team members as appropriate
- Grants
  - Manage grant strategy, including identifying new grant opportunities and stewarding relationships with grant and foundation managers
  - Manage grants calendars
  - Help draft grant applications (or oversee the grant writing process by others)

- and ensure timely submission of applications and reports
  - Review grant applications and reports where needed
- Events, including our signature Voices of the Innocent event
  - With others, set the budget, goals, and theme for events
  - Create/manage event fundraising strategies and budget, and conduct post-event analysis
  - Support event promotions and community outreach
  - Manage Voices of the Innocent Event Host Committee
  - Manage event sponsorships and conduct sponsor outreach
  - Support and prepare fundraising asks
  - Manage event donor and sponsor stewardship post events

### Qualifications:

- The Development Director should be familiar with and guided by the principles of “community-centric fundraising” to ensure that our fundraising efforts remain aligned with our values and goals for systemic change. Specifically, it is expected that the Development Director will ensure that: 1. Our fundraising program is grounded in equity and social justice; 2. All who engage in community building are equally valued, whether they are directly impacted, volunteers, donors, staff, or board members; 3. We foster a sense of belonging, not othering; 4. The work is seen as holistic and transformative, not transactional; and 5. We recognize that healing and liberation require a commitment to economic justice.
- A strong, demonstrated commitment to remedying injustice on behalf of vulnerable populations in general and to NEIP's core mission; personal, volunteer, or professional experience with the criminal legal system a plus.
- 7-9 years of experience in fundraising, preferably for a small non-profit, with a proven track record of success in major gifts and familiarity with corporate and foundation giving and special events
- Strong relationship-building, leadership, management, and organizational skills, with past supervisory experience
- Experience with fundraising software and donor databases, Bloomerang preferred
- Excellent written and verbal skills with the ability to communicate effectively to diverse audiences
- Careful attention to detail
- Ability to work both independently and to collaborate well with team members
- A self-starter who asks questions and seeks clarification when needed
- Sensitivity to the lived experience of all persons
- Humility and confidence: no job is too big or too small
- Values giving and receiving feedback
- Grant experience a plus

### Salary & Benefits:

Salary is commensurate with experience with an annual salary range from \$100,000-\$110,000. Benefits include paid vacation, sick, and personal days, parental leave, and holidays; individual/family health insurance coverage (medical, dental, vision); and educational opportunities. NEIP also offers a defined contribution retirement plan (401k). NEIP is a flexible workplace that values each individual's contributions toward our mission.

**Our Values and Commitment:**

NEIP's core values are being person-centered through collective care, equity, integrity, collaboration, empathy, and compassion. NEIP is an equal opportunity employer. We strongly encourage people from all backgrounds to apply. **Importantly, no matter their background, the person selected for this position must embrace, advocate for, and deeply value equity and diversity.**

**Application Instructions, with a preference for Applications by 5/8/26:**

To apply, please send a detailed cover letter, resume, development-related writing sample of your choosing, and the names and contact information of 3 references to [jobs@newenglandinnocence.org](mailto:jobs@newenglandinnocence.org) with the Subject Line "Development Director".

(References will not be contacted without prior discussion with the candidate.)

Applications are preferred prior to **May 8, 2026** but will be considered until the position is filled. Please note that because of a high volume of applicants, we cannot respond to every inquiry or application.