

Innocence Project of Florida – Event Coordinator
October 23rd, 2023

The Innocence Project of Florida, Inc. (IPF) is seeking an Event Coordinator with a demonstrated passion for social justice. The Event Coordinator position will be a full-time position in a flexible/hybrid environment (remote and in-office) and will report to the Development Officer. The Innocence Project of Florida is a 501(c)(3) non-profit legal defense organization dedicated to representing individuals in Florida’s prisons 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 647 years in prison for crimes they didn’t commit.

ESSENTIAL JOB FUNCTIONS:

The Event Coordinator will support IPF’s efforts to develop the necessary non-grant resources to support its mission-driven programmatic activities. Specifically, the Event Coordinator will be required to:

PLAN AND SUPPORT EVENTS

- Plan and execute events for various donor and prospect audiences/attendees as part of annual development plan;
- Support the management team’s efforts to plan recurring fundraising events, including a statewide annual event and regional comedy events as well as smaller house party/salon events around the state of Florida;
- Work with vendors, board members or donors to secure location, catering, rentals, etc for all events;
- Support communications staff in the creation of event programs or other supporting materials as needed; and
- Collaborate with communications staff in promotion and execution of events.

MANAGE DATABASE MANAGEMENT AND DONOR ACKNOWLEDGEMENT

- With the Development Officer, record and process gifts in Salesforce database;
- Manage event donor stewardship plans and prepare gift acknowledgements and tax receipts for event donors in a timely manner;
- With the Development Officer, manage constituent and donor data, including running reports and entering and updating data in Salesforce. Maintain the accuracy and integrity of our data. Collaborate with and learn from external Salesforce consultant to leverage database capabilities and become the staff Salesforce expert.
- Create regular development reports for the management team and board of directors;
- Collaborate with communications staff on the creation of the Annual Report; and
- Coordinate with the Development Officer and the Finance & Human Resources Manager to reconcile gift and budget information as needed.

OTHER RESPONSIBILITIES

- Assist Non-Legal team with our End-of-the-Year fundraising campaign;

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- Supervise interns and volunteers as needed;
- General administrative and operational support duties as needed; and,
- Participate in all appropriate Innocence Network learning and collaboration opportunities.

Evening and weekend work are occasionally required and attendance at IPF events is expected.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree preferred.
- 1-2 years experience in event planning for non-profit, higher education or other relevant setting.
- Familiarity with donor database systems or ability to learn.
- The ability to speak and write in Spanish a plus.

KEY COMPETENCIES:

- Enjoys meeting people of all backgrounds, demographics and economic station.
- Is not hesitant about asking people to provide financial resources to the organization and relishes the opportunity to convince people of good will to support a worthy cause.
- Excellent writing and oral communication skills.
- Detail-oriented and superior organizational skills.
- Possesses a collaborative mindset that allows this person to be reliable, share ideas, take direction, communicate openly and honestly, ask for help when needed, offer help as needed, support co-workers, volunteers and board of directors members, and be willing to assist with things outside the job description when the need arises.
- Ability to grasp legal and criminal justice issues and translate those issues into persuasive and easy-to-understand donor cultivation and solicitation messaging.
- 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.
- Possesses Emotional Intelligence that allows this person to express emotions thoughtfully and to handle interpersonal relationships with respect and empathy.
- A team player with dedicated commitment to being a positive force within the organization and working well with others to achieve shared organizational goals.

Most of all, the ideal candidate absolutely must have a strong commitment to assisting underserved populations, fighting against racism and racial injustice and furthering IPF's core mission of finding and freeing innocent people in Florida's prisons.

COMPENSATION:

The anticipated salary range for this position is \$35,000-\$45,000

BENEFITS:

Besides being afforded the opportunity to work in an exciting, dynamic and collegial small-office environment, the Event Coordinator will receive fully paid health, dental, and vision

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insurance, short- and long-term disability coverage, life insurance, and a generous vacation and sick time allowance. Additionally, IPF is in the process of implementing a retirement match benefit to employees to be effective in early 2024.

HOW TO APPLY:

Please submit resume, cover letter, and list of references to application at www.floridainnocence.org/employment

The Innocence Project Florida is an equal-opportunity, affirmative-action employer, that strives for diversity among its applicant pool as well as within its staff and board. We do not discriminate in employment decisions based on race, color, religion, sex, gender identity, sexual orientation, national origin, citizenship, age or disability. We strongly encourage people from all backgrounds, especially racial and ethnic 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.

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