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Oct 13, 2022

Assistant Director of Organizational Development

\$95,625 - \$112,500 yearly

INNOCENCE PROJECT**NEW YORK, NY, USA****FULL-TIME****OTHER**

Job Description

Assistant Director of Organizational Development

ABOUT THE INNOCENCE PROJECT

The Innocence Project works to free the innocent, prevent wrongful convictions, and create fair, compassionate, and equitable systems of justice for everyone. Founded in 1992 by Barry C. Scheck and Peter J. Neufeld at the Benjamin N. Cardozo School of Law at Yeshiva University, the organization is now an independent nonprofit. Our work is guided by science and grounded in antiracism. Since our inception, the Innocence Project has used DNA and other scientific advancements to prove wrongful conviction. To date, we have helped to free or exonerate more than 200 people who, collectively, spent more than 3,600 years behind bars. Our efforts have led to the passage of more than 200 transformative state laws and federal reforms. Today, the Innocence Project continues to fight for freedom, drive structural change, and advance the innocence movement.. To learn more, please visit www.innocenceproject.org.

ABOUT THE POSITION

The Innocence Project is a not-for-profit organization that works to exonerate innocent people through post-conviction DNA testing and develop and implement policy changes to prevent wrongful convictions and otherwise reform the criminal justice system.

The Innocence Network is an affiliation of over 70 independent nonprofit organizations, educational institutions, and public defender's offices that is dedicated to exonerating wrongfully convicted people and reforming the criminal justice system to avoid future injustice. The Innocence Network member organizations vary in the size, budget, and number of cases they can investigate, and most primarily represent clients in the state in which they work.

The Assistant Director of Network Organizational Development will report directly to the Director of the Innocence Network Support Unit, and will manage and provide expert training and coaching services to Network members on various aspects of organizational development, including strategic planning, fundraising, board governance, organizational capacity building and people management. The Assistant Director will also provide high-level, customized facilitation services and assist individual Network members and the Network at large with the creation of strategies to grow their organizations to become stronger, more impactful, and equitable. The Assistant Director may supervise a Network Organizational Development Specialist and provide mentorship and support to the person in this role.

All Innocence Project employees must embrace, respect and value the rich diversity of perspectives and experience of a diverse and heterogeneous staff. We recognize and appreciate that our work is better for having varied participants and thought partners.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.

The duties of this position require approximately 40 hours of work per week to be performed both remotely and in-office, with frequent travel up to 20% of the time.

While the Innocence Project has supported remote work throughout the COVID-19 pandemic, we are currently committed to a hybrid workplace with mandatory two days per week in-office. All staff are currently provided a private workspace with a closed-door for the time being.

THE IDEAL CANDIDATE

The ideal candidate for this role is a strategic and compassionate coach and collaborator. They are passionate about working with leaders at all levels to assess areas that need improvement and developing strategies to address them. The ideal candidate is a clear communicator with excellent interpersonal skills, who is comfortable speaking in front of and with large groups as well as in 1:1 settings. In addition, they should display an understanding and enthusiasm for coalition work and the mission of the Innocence Project and Innocence Network.

ESSENTIAL JOB FUNCTIONS

Training, Evaluation and Coaching Services to Network Member Organizations

- Provide consultative guidance, coaching, and facilitation services to individual Network organizations in the areas of strategic visioning, strategic planning, annual planning, and organizational growth

- Develop and deliver trainings and learning resources to Network members on organizational development concepts such as people management, fundraising, team building and belonging, and board governance
- Design and conduct needs assessments to diagnose potential challenges related to the operation of Network member organizations and determine measures required to address these issues
- Identify data collection tools, data sources, benchmarks and performance targets for Network members in order to track organizational growth and progress over time via the annual Network report survey and other assessment projects, as assigned
- Provide executive level 1:1 coaching and advisement to positional and emerging leaders in the Network in the areas of people management and Diversity, Equity and Inclusion, providing insight into DE&I best practices on hiring, retention, developing teams and people, and equity-based initiatives
- Set the strategic direction for the Network Support Unit's training and coaching work, including triaging requests for assistance, sequencing engagements appropriately, and tracking engagement outcomes
- Supervise and provide support and mentorship for a Network Organizational Development Specialist; partner with them on specific Network member organization engagements
- Work in collaboration with other members of the Network Support Unit to plan, develop, and implement additional learning programs and initiatives focused on an as-needed basis to meet the evolving needs of Network member organizations

Network-wide Leadership and Support

- Work in collaboration with the Network's committees and working groups to identify and work toward shared goals
- Work cooperatively with the Network Support Unit in assuming all assigned responsibilities, providing service, growth and attainment of Innocence Network objectives, including support toward the on-site execution of the annual conference
- Serve as point of contact for BoardSource affiliated membership and steward distribution of corresponding resources to Network members

QUALIFICATIONS & EXPERIENCE

- Master's Degree or Bachelor's degree and 7+ years of relevant professional experience in a nonprofit environment
- Expert understanding of organizational development concepts and nonprofit operations
- Extensive knowledge of developing and executing organizational growth strategies for nonprofits
- Significant experience creating and delivering training programs and facilitating high-level meetings
- Prior experience working with and/or on senior leadership teams and Boards of Directors
- Supervisory experience overseeing staff who perform complex project management objectives
- Must be legally authorized to work in the U.S.

KEY COMPETENCIES

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- Ability to manage multiple projects, set priorities, and adhere to timelines with meticulous attention to detail
- Outstanding interpersonal skills, including written and verbal communication skills
- Significant experience facilitating equitable and inclusive large-group discussions and team building sessions on decision making and consensus building
- Excellent public speaking skills and presentation abilities
- Desire to embrace both quantitative and qualitative data/analysis to drive decision-making
- Strong sense of personal responsibility and accountability for delivering high-quality work
- Ability to travel independently approximately 20% of the time
- Must be able to work with groups of diverse individuals in respectful, equitable, and inclusive ways.
- Enthusiasm for the work of the Innocence Project and for social justice, including a demonstrated commitment to public interest
- Shares values of equity, excellence, collaboration, humanity, integrity, respect, and accountability

COMPENSATION, BENEFITS & PERKS

The salary for this position is highly competitive and the Innocence Project offers an excellent benefits package, including fully-paid individual health, dental and vision insurance, Flexible Spending Account, 401k plan with 6% company-match, paid disability and family care leave, adoption and fertility expense reimbursements, and company-paid transportation benefits.

WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY

The 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. 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.

APPLICATION INSTRUCTIONS

To apply, please visit [JazzHR](#). Upload a cover letter expressing your interest in the role and the organization's work, and a resume titled with your name (last name. first name. cover letter/resume). Only applications with cover letters will be considered complete applications. Information submitted through this secure site is kept

confidential. Due to the large volume of applications, we are unable to give applicant updates by phone or direct email. [Subscribe to our newsletter!](#) [Your email](#) [Submit!](#)

****Applications for this position will be considered on a rolling basis until the post is filled.****

SALARY RANGE

\$95,625 - \$112,500

Hiring Organization

Innocence Project

Qualifications

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- Significant experience creating and delivering training programs and facilitating high-level meetings
- Prior experience working with and/or on senior leadership teams and Boards of Directors
- Supervisory experience overseeing staff who perform complex project management objectives
- Must be legally authorized to work in the U.S.

Industry/Service Area

Other

Level

Mid-Senior level

Benefits

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APPLY NOW



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