



Assistant to Executive Director

Position Overview

Abolitionist Law Center is a nonprofit organization that works to support and build the movement to abolish mass incarceration through public interest litigation and community organizing. We are seeking an Assistant to work closely with the Executive Director managing development and fundraising, overseeing internal operations, and managing the finances and overall health of the organization. Strong candidates should have robust work experience in non-profit management, and a demonstrated commitment to racial, social, and economic justice.

Responsibilities

- Manage financial planning activities with Executive Director, including accounting and bookkeeping activities, budget reports, cash flow, funding projections, grant management, and annual reporting;
- Manage payment processing with Executive Director, including reviewing all payments and invoices, ensuring they are for valid expenses and properly documented;
- Managing calendars, tracking deadlines, and sending reminders;
- Organizing staff meetings, board meetings, and events;
- Manage existing office and technology equipment, tech planning & implementation, as needed;
- Assist with updating and publishing the organization's newsletter, website, and promotional materials;
- Help plan fundraising activities and daily implementation of fundraising activities including but not limited to grant management, stewardship, and acknowledgement; and
- Ensure fundraising records are accurate and up to date.

Requirements

- A minimum of four years of experience in nonprofit management, operations, or development/fundraising for organizations with budgets over \$250,000/year;
- Expertise in non-profit operations, including office operations, fundraising, and finance management;
- Proficiency with computer operations and programs, including Quickbooks, Excel, Word, WordPress, etc. Proficiency with NeonCRM (or other CRM) would be very welcome.
- Ability to prioritize work, and strong project management skills;
- Capacity to communicate clearly and effectively, both in writing and orally; and
- A commitment to criminal legal system reform and prison abolition.

Salary and Benefits



The Assistant to the Executive Director will be based in ALC's Pittsburgh office. This is a full-time, salaried position with some evening and weekend hours required. This position has a three-month introductory period. The salary for this position is \$42,000 annually, with a health insurance benefit of up to \$400/month and 35 days (280hrs) of paid time off annually. Start date is February 1, 2020.

Reports to: Executive Director

Application Process

Please send your resume, two professional references, and a detailed cover letter explaining your interest in the position as a single PDF to info@abolitionistlawcenter.org. Applications will be accepted and reviewed on a rolling basis, but candidates are encouraged to apply by November 20, 2019 to receive priority consideration. This position is open until filled.

Abolitionist Law Center is an equal opportunity employer. People of color, women, LGBTQI-GNC people, and formerly incarcerated people are strongly encouraged to apply.