



THE NATIONAL REGISTRY OF EXONERATIONS

JOB DESCRIPTION

Executive Director, National Registry of Exonerations

In order to increase its impact on criminal justice reform, the [National Registry of Exonerations](#) plans to hire an Executive Director who will be its first ever fulltime senior manager. This manager will work in collaboration with the Registry's Editors to build on the Registry's ten years of achievements as a policy-oriented research program at three major universities, and a linchpin of the innocence movement.

The Executive Director will be the key communications and development leader of the National Registry of Exonerations, responsible for overseeing communications and programs, and assisting efforts to raise funds for the organization. The position reports directly to the National Registry's Editors. The National Registry is a widely respected national research project of the University of California, Irvine, the University of Michigan Law School, and Michigan State University College of Law, and is affiliated with a newly incorporated independent 501c3 nonprofit organization.

General Responsibilities:

- 1) **Mission and Strategy:** Works with Editors, staff, and consultants to ensure that the National Registry of Exonerations' mission is fulfilled through its major partnerships and outreach to the media, policy makers, legal practitioners, parties to criminal proceedings, and the general public.
 - Responsible for enhancing the National Registry's footprint among funders by being active and visible in the funding community and by working closely with the National Registry's academic partners, major institutional funders, the media, policy makers, and other justice reform organizations.
 - Responsible for implementing the National Registry's programs, in partnership with the Editors and staff, to carry out the organization's mission, including developing and maintaining the National Registry's three main archives: individual, group, and pre-1989 exonerations.
 - Responsible for strategic planning to ensure that the National Registry can successfully fulfill its mission into the future.
- 2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the National Registry of Exonerations and to grow the revenue for future impact.
 - Responsible for collaborating in development efforts to assist in fundraising and developing other revenues necessary to support the National Registry's mission.
 - Responsible for the fiscal integrity of the National Registry, which includes submitting to the Editors a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.

- Responsible for overseeing fiscal management that operates within the approved budget, to ensure maximal resource utilization and maintain the organization in a positive financial posture.

3) **Governance:** Works with the National Registry editors to fulfill the organizational mission and strategy.

- Responsible for leading the National Registry in a manner that supports and guides the organization's mission as defined by the Editors.
- Responsible for communicating effectively with the Editors, and providing, in a timely and accurate manner, all information necessary for the National Registry to function properly and to make informed decisions.
- Responsible for coordinating the day-to-day activities of the National Registry and overseeing internal communications.

4) **Operations and Communications:** Oversees the operations and of the National Registry.

- Collaborates with the Editors on hiring and retention of competent, qualified staff and consultants.
- Responsible for effective administration of National Registry operations, including finance, communications, and fundraising.
- Responsible for overseeing and managing National Registry websites in general and, in particular, during an anticipated transition period.
- Responsible for the creation and dissemination of newsletters, social media, and other communications with supporters, interested outsiders, and other organizations, and for expanding the Registry's audience.

Qualifications:

The Executive Director must be thoroughly committed to the National Registry's mission. Ideally, the Executive Director will come to the role with experience in social justice work, criminal justice reform work, criminal law, academic research, or journalism. Excellent written and oral communication skills are essential. Candidates should have proven leadership, fundraising, and relationship management skills.

Specific requirements include:

- Significant senior management experience; a track record of effectively leading a performance- and outcomes-based organization, including specific examples of having developed and managed strategies that took an organization to a higher stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation

- Excellence in organizational management with the ability to set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to nonprofit business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Please direct inquiries to any of the Registry's Editors:

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