

MONTANA INNOCENCE PROJECT

Title: Investigations Manager

Position Type: Full-time

Salary: \$54,000 - \$58,000

Benefits: Generous paid time off; individual health insurance coverage (medical); a defined contribution (SIMPLE IRA) retirement plan; and professional development opportunities. Flexible schedule and remote and hybrid work options available.

SUMMARY: It is the mission of the Montana Innocence Project (MTIP) to free the innocent and unjustly incarcerated, and advocate for systems of Justice that are accurate, accountable, and fair for all. Reporting to the Legal Director, the Investigations Manager is responsible for providing direction and oversight for all MTIP investigations, and managing a team of place-based, contract community investigators.

PRIMARY DUTIES & RESPONSIBILITIES:

- Review case files and interview applicants
- Locate witnesses and gather background information on cases using public and specialized databases
- Secure and review public records and other case materials
- Conduct witness interviews, prepare and notarize witness affidavits, and create detailed witness charts
- Write comprehensive fact investigation memoranda
- Correspond with agency personnel in an effort to locate evidence from cases of interest
- Serve as a member of the legal staff tasked with the ultimate decision to accept cases for litigation
- At the direction of the Legal Director, keep clients informed of investigative process via writing or face-to-face meetings
- Assist MTIP attorneys with court hearings (review filings, serve subpoenas, prepare witnesses for their testimony, provide transportation to witnesses to hearing, and attend hearings)
- Lead, train, and assist contract community investigators and students in their investigative and case review efforts
- Must be willing to sign affidavits to support court filings and testify under oath as necessary

QUALIFICATIONS & EXPERIENCE:

- Passion for and understanding of MTIP's mission and work
- 3+ years of experience in criminal defense and/or post-conviction investigation, postsecondary degree a plus

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- Superior communication and listening skills, including the ability to effectively communicate with individuals of diverse backgrounds
- Superior writing skills, preferred experience drafting legal and investigative memoranda
- Impeccable organizational skills
- A willingness to teach and supervise the work of students and volunteers
- Ability to manage contract workers
- A self-motivated work ethic and ability to direct their own work-flow, while also working well in a collaborative, team-oriented environment
- A valid Montana driver's license and reliable transportation
- Candidates must either be a Montana Notary Public or be willing to obtain the designation
- Existing relationships in Montana's rural and tribal communities or experience building and sustaining relationships in rural and tribal communities strongly preferred
- Experienced in trauma-informed approaches and outreach methods preferred

WORKFORCE DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT:

The Montana 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, socioeconomic classes, sexual orientations, ages, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.

The Montana Innocence Project is an equal opportunity employer.

HOW TO APPLY:

Interested applicants should email the following in PDF format: two short examples of your work; cover letter; resume; and three references to **info@mtinnocenceproject.org**. Include "Investigations Manager" in the subject line of your email.

Priority deadline 11/15/2023. Position will remain open until filled.