



Great North Innocence Project Job Description: Advancement & Event Intern

Part-time; class credit or stipend-eligible position; June 22, 2026 - October 2, 2026; 100 - 133 hour commitment; minimum of 8 hours/week at the Great North Innocence Project's office during normal business hours, Monday through Friday, 9:00 am - 5:00 pm; required on-site event support at Nicollet Island Pavilion on September 23, 2026. While scheduling is flexible, **all hours must be completed on-site**. This is not a remote position.

Organizational Summary:

The Great North Innocence Project frees people convicted of crimes they did not commit and prevents wrongful convictions. Founded in 2001, the Great North Innocence Project provides legal representation to people wrongfully convicted or incarcerated for crimes they did not commit. The Great North Innocence Project also educates attorneys and other criminal justice professionals on investigation and interrogation best practices, educates the community about wrongful convictions, and works to reform the criminal legal system to prevent innocent people from going to prison. In 2026, the Great North Innocence Project is celebrating our 25th anniversary.

To learn more, visit www.greatnorthinnocenceproject.org

Open Date: 02/19/2026

Close Date: until filled

Purpose:

The Advancement & Event Intern will play an integral role in advancing the mission of GNIP by supporting the daily activities of the organization and preparing for our biggest event of the year, the Benefit for Innocence. This stipend-eligible internship will be supervised by the Development Associate and supported by the entire Advancement Team. The Advancement & Event Intern will support development and communications functions including, but not limited to, silent auction management, event and volunteer coordination, donor communications, and social media engagement.

The position runs from June 22, 2026 - October 2, 2026 with academic credit or a \$1,500-\$2,000 stipend based on hours worked.

Responsibilities

Participates in the Benefit for Innocence event on Wednesday 9/23 from 11:00 am to 10:30 pm at Nicollet Island Pavilion in Minneapolis, Minnesota.

- **Silent Auction Management & Donor Engagement**

- Solicit in-kind donations from businesses/organizations, with the support of the Development Associate.
 - Organize, track, keep inventory, and enter all silent auction item donations in GNIP's donor database (Salesforce).
 - Coordinate item pick-ups, drop-offs, and donor follow-up.
 - Assist with the virtual silent auction (ClickBid platform).
 - Write engaging item descriptions for event materials.
 - Support silent auction setup and check-out on event day.
 - Coordinate communications with winning bidders and item donors, including thank-you notes and pick-up instructions.
- **Volunteer Coordination**
 - Assist with volunteer training prior to the Benefit for Innocence
 - Provide onsite guidance and support for volunteers during the event
- **Communications and Outreach**
 - Support social media efforts around the Benefit for Innocence, silent auction, and 25th anniversary
 - Contribute content for GNIP's monthly e-newsletters (July, August, September, and potentially October editions)
 - Assist with donor-facing communications and updates
 - Support graphic design projects, if interested
- **Administrative and Team Support**
 - Provide general administrative support when needed
 - Collaborate with the Advancement Team and support tasks related to event planning and donor stewardship

Professional Development Opportunities:

- Includes \$1,500-\$2,000 stipend payable at the end of internship or utilization of work study/class credit, if eligible
- Will understand the complex day-to-day roles of a nonprofit, especially how nonprofits raise funds and engage with the community
- Will learn professionalism: intrapersonal relationships, administrative skills, phone and email communication
- Will gain an in-depth understanding of the causes and consequences of wrongful convictions and how to engage about these topics with donors, volunteers, and community members
- Will develop knowledge of using CRM and fundraising/event management platform (Salesforce and ClickBid)

Qualifications:

- Passionate about legal justice and criminal justice reform
- Strong communications and interpersonal skills
- Proficient computer skills
- Excels at both working independently and on a team
- Manages multiple priorities and follows a project through to completion
- Reliable, flexible, detail-oriented and open to feedback
- Sensitivity and commitment to diversity and the ability to work respectfully with people of all cultures, backgrounds, and work styles

Schedule/Timeline: 8+ hours per week between June and October on-site at the GNIP office during regular hours (M-F, 9:00 am – 5:00 pm), schedule flexible. The GNIP office is located in Mondale Hall on the U of M West Bank campus at 229 19th Ave South Suite 285 Minneapolis, MN 55455.

To Apply:

Send cover letter and resume as attachments via e-mail to Katy Briggs, Development Associate, at kbriggs@gn-ip.org. Applications will be accepted until June 6th or until the position is filled. Applicants are encouraged to apply as soon as they are able.

Workforce Diversity & Equal Opportunity:

The Great North 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.