



NOW HIRING

Job Title: Bail Fund Manager



Reports To: Organizing Director

Expected workweek: 45 hours

Salary: \$40,000/ year (IRA and Healthcare Savings Account after introductory period)

Primary Responsibilities:

The Bail Fund Manager will be responsible for general administration of the Hamilton County Community Bail Fund (HCCBF). This includes identifying, communicating with, and posting bond for eligible bail fund participants, communicating with community contacts, and representing the Bail Fund for fundraising, speaking engagements, and public events.

Other Duties:

- Send court reminders
- Post bond at bonding office
- Data entry and paperwork filing
- Financial management (primarily cashier's checks)
- Compile reports and track data on bail fund participation
- Volunteer management
- Represent CALEB and HCCBF at various community events, meetings, and media events
- Accurate recording of work time and purpose
- Weekly supervisory / staff meeting with Organizing Director

Qualifications

- Belief in community organizing as a means to improve community development
- Commitment to public campaign goals of CALEB's Criminal Justice Task Force:
Greater Pretrial Liberty | Reducing Fees & Fines | Decarceration
- Experience working in low-income urban communities
- Experience working with community groups around public or civic issues
- Basic understanding of pretrial legal process
- Basic understanding of the harm of racial and class disparities in the criminal justice system
- Willingness to work long and flexible hours
- Willingness to work weekday evenings as well as weekends
- Great communication and interpersonal skills
- Proven self-management skills, including time management and workload

Submit resume to info@calebcha.org. Subject line "Bail Fund Manager Application"

Qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, age, disability, religion, sexual orientation, gender identity, gender expression, pregnancy, military or veteran status, marital status, or parental status. People of color and women are strongly encouraged to apply.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you're excited about this role but your past experience doesn't align perfectly with the job description, we would like you to apply anyway. You may just be the perfect fit for either this or other roles.

