



Development and Operations Director Job Description

A meaningful part-time opportunity positively impacting youth and the community!

Organization

The mission of the Justin Wynn Fund (JWF) is to celebrate and nurture youth leaders by helping them develop a deep sense of self and responsibility for improving their communities. The JWF is a non-profit organization established in 1987 in memory of Justin Wynn, who passed away at the age of nine. Justin embodied the qualities of leadership, citizenship, and sportsmanship.

Each May the JWF recognizes select fourth-grade youth leaders from each District 65 elementary school. Recipients of the Justin Wynn Award (known as “Wynners”) may participate in the Justin Wynn Leadership Academy (JWLA) from fifth through twelfth grade. Through leadership workshops and group community service activities, JWLA youth develop leadership skills while making a positive impact on the community.

The JWF is a diverse organization that celebrates and welcomes people of all backgrounds. For more information about the Justin Wynn Fund, visit www.wynners.org.

Position Overview

The Development and Operations Director plays a key role in supporting the mission and day-to-day operations of the Justin Wynn Fund. This position combines nonprofit development, program administration, communications, financial oversight, and organizational management in a collaborative, mission-driven environment.

The Development and Operations Director works closely with the Executive Director, Board, volunteers, youth participants, families, and community partners to help sustain and grow the organization’s impact. This role is ideal for a highly organized, proactive individual who enjoys both relationship-building and managing operational details, and who is passionate about youth leadership development and community engagement.

Responsibilities

- **Development:**
 - Lead fundraising endeavors, including planning the annual benefit, direct mail and email campaigns, and donor relations
 - Manage and process donations and maintain donor records
- **Leadership Program and Event Administration:**
 - Partner with the Executive Director to plan and implement our annual special events: fall kickoff, alumni reunion, basketball tournament, awards ceremony, weekend overnight camp
 - Support the Executive Director with JWLA activity logistics
 - Coordinate award nominations, selections, and communications
- **Finances:**
 - Maintain organized financial records and systems

- Prepare monthly financial reports and work with the finance committee to develop the annual budget
- **Communications:**
 - Promote the organization's mission, programs, and impact through conversations, email communications, website updates, and social media content
- **Operations:**
 - Maintain and improve administrative processes, recordkeeping, and technology
 - Prepare annual reports, pay vendors, and assist treasurer and accountant with taxes
- **Board Support:**
 - Coordinate logistics for Board and committee meetings
 - Attend monthly Board meetings and prepare monthly operational reports

Qualifications & Necessary Skills

- Bachelor's degree or equivalent experience
- Excellent organizational and time management skills
- Strong written and oral communication skills
- Ability to communicate effectively with both adults and youth
- Creativity, flexibility, initiative, and enthusiasm
- Proficiency with office technology and digital communication tools
- Ability to work independently while collaborating effectively with a small team
- Must be able to pass a comprehensive background check

Preferred Qualifications

- Experience in nonprofit development, communications, financial management, and/or event planning
- Experience working with youth, volunteers, and/or community organizations
- Familiarity with the community and non-profit landscape in and around Evanston

Hours and Compensation

- This is an exempt, part-time position averaging approximately 20-25 hours per week during the school year and 10-15 hours per week during the summer, plus a weekend overnight summer camp. Weekly hours fluctuate throughout the year based on programming and event needs.
- A typical month includes approximately five in-person activities, which occur on afternoons, evenings, weekends, and early mornings.
- The Development and Operations Director and Executive Director meet weekly during daytime hours.
- Outside of scheduled programming, events, and meetings, the Development and Operations Director will work remotely and according to their own schedule.
- The annual salary is \$25,000.

Please send a cover letter and resume to Carrie Ost at carrie@wynners.org. Priority will be given to applications received by June 25.