

Hamilton Wings
Executive Director Job Description
Full-time, Exempt | Elgin, IL
Reports to: Board of Directors



About Hamilton Wings

Hamilton Wings is a nonprofit organization dedicated to empowering youth through the arts, fostering creativity, leadership, and academic achievement. Through innovative programming, mentorship, and community engagement, we provide young people with opportunities to develop confidence, artistic expression, and a sense of purpose.

Position Summary

We seek a dynamic and experienced Executive Director to lead our organization with excellence. This individual will oversee operations, fundraising, program development, financial management, and staff supervision. They will work closely with the Board of Directors to fulfill the organization's mission and engage stakeholders, including donors, community leaders, educators, students, and families.

Key Responsibilities

Organizational Leadership & Governance

- Partner with the Board of Directors to ensure alignment with the organization's mission.
- Provide regular updates on operations, financials, and performance.
- Implement policies and strategic initiatives to support long-term sustainability.

Staff Management & Culture

- Lead, mentor, and support staff while fostering a collaborative work environment.
- Conduct performance evaluations and provide professional development opportunities.
- Model ethical leadership and organizational values.

Financial Oversight & Fundraising

- Oversee budgeting, financial reporting, and long-term fiscal planning.
- Develop and execute a comprehensive fundraising strategy, securing grants, individual donations, and sponsorships.
- Cultivate relationships with donors and partners to expand revenue streams.

Program Development & Impact

- Oversee the planning and execution of programs that align with Hamilton Wings' mission.
- Evaluate program outcomes and adapt strategies for continuous improvement.
- Expand programs and partnerships to enhance organizational impact.

Marketing & Community Engagement

- Serve as the public face of Hamilton Wings, building visibility and stakeholder engagement.
- Develop and implement marketing and communications strategies to enhance brand awareness.
- Represent the organization at events, speaking engagements, and media opportunities.

Strategic Planning & Growth

- Lead the organization's strategic planning efforts.
- Identify opportunities for innovation, expansion, and collaboration.
- Ensure programs and initiatives align with the organization's long-term vision.

Qualifications

- Bachelor's degree required; Master's in Arts Administration, Public Policy, or related field preferred.
- Minimum 8 years of leadership experience in nonprofit management or a related field.
- Strong communication, fundraising, and financial management skills.
- Ability to build relationships with donors, staff, board members, and community stakeholders.
- Passion for Hamilton Wings' mission and values.

Compensation & Benefits

- Total salary range pending experience: \$67,000 - \$80,000.
- Illinois Secure Choice payroll contributions (optional, no employer match).
- State University Retirement System accrual for ECC portion, PTO, and access to health insurance.

To Apply

Submit a resume, cover letter, and contact information for three references to hello@hamiltonwings.org, with the subject line "Executive Director Application – [Your Name]." Applications will be reviewed on a rolling basis, with priority given to applications received by April 30, 2025. Only selected candidates will be contacted. Hamilton Wings is an equal opportunity employer and welcomes diverse candidates to apply.