



The mission of the Jaxson William Augustus Swank Foundation is to perpetuate Jaxson's loving memory in providing financial assistance to deserving individuals from preschool through college and to support each recipient in achieving their potential to obtain scholastic distinction while developing good moral character as future leaders.

Director of Leadership Programming & Family Relations

We seek an independently driven, organized individual interested in joining our JWAS team. We offer flexible hours, a passionate team-centered work environment, and an opportunity to make a difference in your community. We inspire others by sharing Jaxson's story and treating our Jaxson Scholars like our very own. We want you to be a part of the adventure!

Locations: Remote and in-office in Mishawaka, IN

Compensation: Salaried (depending on experience)

Commitment: This position is full-time. Evening and weekend availability is required. This position reports to the Executive Director.

Job Responsibilities:

- Leadership Programming Development
 - Create, facilitate, and execute leadership programs for the Jaxson Scholar and JWAS families throughout the year (approx. 10/year) and Jaxson University
 - Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts regarding JWAS leadership programs
 - Develops and maintains within an annual programmatic budget reviewed and approved by the Executive Director

- Manage all program administrative logistics to include, but not limited to secure site reservations, meal planning, set-up/take down displays, tables, and chairs, carry and load supplies (under 25 lbs.)
- Purchasing and ensure continuous availability of program supplies
- Develop and execute ongoing participation evaluation efforts to enhance JWAS programs
- Family Relations
 - Serves as the primary source of contact for the JWAS parents and teachers at our partnering schools
 - Manages the social, emotional, and academic needs of the Jaxson Scholars and their families
 - Builds a supportive and inclusive JWAS community by fostering strong relationships between the foundation, JWAS families, and our partnering schools
 - Attends annual conferences with the Jaxson Scholars' teachers and assists with putting the necessary resources in place for the child to excel in the classroom
- Community Engagement
 - Coordinate on-site Jaxson Scholarship application assistance for potential applicants
 - Assist Executive Director with annual application marketing endeavors
 - Assist Executive Director with social media posts
 - Serve on committees, as assigned, to provide a JWAS parent and family perspective
 - Actively share the JWAS mission with potential community partners
 - Adheres to the highest standards of ethics, morality, and integrity always
- Administrative Support
 - Assist with our annual fundraiser the day of the event
 - Complete additional tasks as assigned by the Executive Director

Skills and Qualifications:

- Passionate about the JWAS mission
- Trustworthy and respects confidentiality of foundation affairs and affiliates
- Strong attention to detail and ability to work independently
- Able to positively synthesize information and interact with others
- Able to use analysis and critical thinking skills to solve problems

- Excellent written and oral communication skills
- Exhibits a friendly, warm, and professional demeanor
- Has a passion for children, teaching, and facilitating large group programming

Experience Requirements

- Minimum of a Bachelor's degree in education, leadership, or affiliated field
- 5 years of program development and/or teaching experience with youth and/or adults
- Excels in Microsoft Office
- Proficient in Excel
- Social media marketing experience is a plus but not required

To apply, please submit your cover letter and resume to Executive Director, Jeanie Shuck, at jshuck@jwasfoundation.org or JWAS Foundation 3900 Edison Lakes Parkway Suite 201, Mishawaka, IN 46545.

JWAS Foundation in an equal opportunity employer.

For a child lost, a gift is given.

www.jwas.org