



**Chicago Community and Workers' Rights**  
**Seeks a Full Time Development and Operations Manager**  
To apply send resume and cover letter to [info@chicagoworkersrights.org](mailto:info@chicagoworkersrights.org)

Chicago Community and Workers' Rights (CCWR) is an organization led by workers for workers dedicated to educating, building leadership in order to develop organizing tools and collective strategies of resistance against labor rights abuses, towards just living conditions for our families. Chicago Community and Workers' Rights believes that all people should have access to dignified well-paid work regardless of their identity, immigration status, abilities, age, or where they come from.

**Development and Operations Manager (Full-Time)**

Chicago Community and Workers' Rights (CCWR) is seeking a Development and Operations Manager to support the sustainability and daily functioning of our organization. This person will play a key role in grant management, fundraising, internal communication, and administrative coordination. We are looking for someone who is detail-oriented, self-directed, comfortable managing multiple priorities, and committed to our vision of worker justice, collective care, and community power.

**Development & Fundraising**

- Manage all grants, including tracking deadlines, submitting reports, and maintaining grant files;
- Update the current year funding document and organize all grant documentation;
- Build and maintain relationships with new and current funders; communicate with program officers;
- Attend foundation meetings, site visits, conferences, and events as a representative of CCWR;
- Develop proposal budgets and supporting documents;
- Coordinate fundraising events, including logistics, vendor communication, and promotion;
- Research new funding opportunities aligned with CCWR's mission and cultivate relationships with new and current funders;

**Grant and Financial Reporting**

- Prepare monthly and quarterly financial and narrative reports for all programs
- Coordinate yearly programmatic reports and site visits
- Maintain funding calendars, documentation, and compliance records
- Maintain well-organized files in the Development Drive and prepare documentation for annual audits

**Internal Communications & Coordination**

- Send internal staff updates regarding timesheets, benefits, meetings, workshop links, and announcements from leadership
- Send mass texts and emails through Action Network for event reminders, community alerts, and mobilizations to membership;
- Communicate regularly with staff to gather updates needed for reports
- Support hiring processes, including writing job descriptions and coordinating onboarding and training

## Administrative & Operations Support

- Create yearly timesheets for staff and support operational budget tracking
- Manage CCWR's Google Workspace administrator account, including managing user accounts
- Monitor shared organizational inboxes and send messages to relevant staff;
- Coordinate medical, dental, and vision benefit sign-ups

## Qualifications

- 2–3 years of experience with grant or contract administration (experience may come from nonprofit work, community organizations, or mutual aid groups)
- Comfortable working with budgets, financial reports, or spreadsheets — or willing to learn with support
- Familiarity with Action Network or similar mass-communication tools — or willingness to learn
- Clear and consistent written communication; able to translate program updates into reports
- Strong organizational and project management skills; able to manage multiple deadlines and calendars at once
- Strong interpersonal skills and ability to maintain positive relationships with staff, funders, and partner organizations
- Ability to take initiative, prioritize tasks, and work independently without close supervision
- Comfortable creating and maintaining digital systems for documentation and communication (Google Drive, shared folders, etc.)
- Preferred: experience managing or supporting employee onboarding or benefits enrollment
- Commitment to worker rights, immigrant justice, and CCWR's mission
- Spanish/English bilingual a plus
- **Flexible schedule:** 40 hours per week, with some afternoon/evening meetings

## Compensation & Reporting

- Salary: \$73,000 annually
- Benefits: Medical, dental, and vision insurance; paid vacation and organizational holiday
- Reports to: Associate Director

Chicago Community and Workers' Rights does not discriminate on the basis of race, ethnicity, gender identity, religion, age, national origin, physical ability, sexual orientation or parental status. To apply, send a resume and cover letter to [info@chicagoworkersrights.org](mailto:info@chicagoworkersrights.org). Applications will be accepted on a rolling basis.