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## **GENERATION CITIZEN CHIEF OF STAFF**

Location: Remote, with a preference to be located in one of GC's states  
(California, Massachusetts, New York, Oklahoma, Pennsylvania, Rhode Island, Texas)

### **ABOUT THE ROLE**

Generation Citizen is seeking a data-driven Chief of Staff to assist the Chief Executive Officer in providing leadership and oversight for the organization's day-to-day functions and staff. This Chief of Staff is a solutions-oriented advisor and partner to advance the organization's goals and strategize for growth. The Chief of Staff is an excellent communicator and collaborates with leadership team members on the development, implementation, and monitoring of the strategic plan. The Chief of Staff will possess outstanding time management and project management skills, with a proven ability to multitask, and accomplish diverse tasks in an effective and timely manner. This person will be able to execute short-term, deadline-driven tasks daily, as well as important, long-term projects requiring collaboration with external stakeholders and/or cross-functional departments.

### **RESPONSIBILITIES:**

#### ***Strategic Planning & Leadership***

- Design and lead the process for annual goal setting, grounded in the strategic plan, as well as setting up processes for periodic reporting against strategic planning and annual goals for Board, leadership, and full staff
- Provide guidance and support to Management Team members that serve as staff liaisons to Board Committees
- Project management: act on the authority of the CEO to oversee projects that typically require cross-functional collaboration and resource allocation
- Lead the board recruitment and onboarding strategy processes
- Foster a culture of belonging throughout the organization

#### ***Communications and Operations***

- Plan, coordinate, and maintain contents of Board and Leadership Team meetings
- Take the lead on planning thoughtful internal organization communication
- Provide tactical support to implement new initiatives
- Lead the planning of organization-wide events such as staff and leadership retreats
- Partner with the communications team for all external press

#### ***Executive Support***

- Provide sophisticated calendar management for the CEO; prioritize multiple appointments while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Pull reports, data, and materials from across the organization for CEO use.
- Maintain key details for donors in Salesforce and other donor management systems.
- Manage expense reports for CEO expenses, and other executive office expenses, as necessary.
- Track the timelines of various internal and external projects on the CEO's behalf, to ensure that deadlines are met and goals accomplished.



- Provide administrative support and logistics for virtual and in-person leadership retreats and meetings.

#### QUALIFICATIONS:

- Seven (7) years of recent related experience in leadership and project management
- Measurable ability to build solid and sustainable relationships and the capability to interact within all levels of the organization
- Exceptional attention to detail with an interest in the development of sustainable systems and processes
- Outstanding written and verbal communication skills
- Established analytical skills and ability to understand data and effectively identify, analyze, and solve problems
- Demonstrated ability to respond proactively to dynamic environments and to navigate challenging situations and relationships with diplomacy and efficiency
- Experience in applying a Diverse, Equitable, and Inclusive lens to organization-wide systems
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- Strong ability to use technologies and platforms (e.g. Zoom, Google Workspace, Asana)

#### PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A strong relationship-builder, empathetic listener, and giver (and receiver!) of direct and supportive feedback in order to connect to, engage and inspire others towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment; and strong ownership of personal actions and team outcomes
- A commitment to anti-racism and diversity, equity, and inclusion, with an ability to use these subjects as a lens for successful project management.
- Strong time management skills and an ability to stay organized and give attention to details while managing diverse tasks, activities, and projects
- Strong written and oral communication skills and the ability to maintain professionalism with diverse stakeholders
- Strong ability to learn, design, and use technologies and platforms, with an ability to support others in learning technologies and developing technological competencies.
- Entrepreneurial spirit and skilled at working within a resource-constrained environment

#### HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The Talent team will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have our new Chief of Staff in seat by **June 20**. We encourage applicants to submit their applications early.