

Chief Of Staff 1

Job summary

The [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) is a high-visibility strategic partner and thought leader that leads the coordination and strategic alignment of diverse Business Functions. The incumbent is responsible for streamlining high-importance projects and conducting leadership level internal and external initiatives that have very significant impact on the company's business objectives.

Responsibilities

Operate at a tactical, strategic and operational level, handling the oversight of projects that do not neatly fit within the organizational chart or that fall between departments or leadership areas of responsibility.

Develop and assemble organizational annual goals, measure progress and provide updates to stakeholders.

Develop presentations and communications to the organization.

Monitor for and identify priorities that require senior leadership focus.

Connect teams that are working on similar initiatives.

Additional responsibilities as periodically assigned.

Requirements

Bachelor's Degree.

5+ years of professional management experience.

Master's degree or above.

3+ years of experience in a [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) capacity.

Expert leadership, mentorship, and motivational skills.

Strong knowledge of the business, finance and analytics.

Demonstrated drive for results through a history of achievements and strategy.

History of driving complex projects in the face of ambiguity.

Demonstrated career progression with increasing responsibility over time.

Strong orientation to team culture and cross-functionality.

Outstanding communication and presentation skills.

Understanding of HIPAA and importance of privacy of patient data.

Excellent organization and attention to detail.

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Job summary

As a member of the Office, the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) will work directly with the CEO and other executives. This is an exciting opportunity for an individual with an entrepreneurial spirit to execute key projects and initiatives across the company. The [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) possesses strong leadership qualities and is a detail-oriented, organized, analytical, and strategic thinker.

Responsibilities

Support the CEO in setting the overall strategy of the company and in day-to-day operations

Proactively identify opportunities to add value to the CEO and company

Drive execution of action items and top priorities agreed upon by the CEO and the executive team

Drive operational and planning processes to completion in partnership with the executive team and the broader organization

Create structure and focus for broad, ambiguous ideas that the executive team is exploring and bring forth recommendations for action in a timely manner

Own and continuously improve company operating cadence (e.g. executive team meetings, leadership offsites, quarterly OKRs reviews, quarterly board meetings)

Support the productivity of leadership meetings by owning the planning, agenda, and notes

Distill discussions and thoughts from team meetings into strategic plans

Provide ad-hoc support on projects small to large (e.g. research, modeling, internal initiatives, expansion efforts, partnerships, etc.)

Ensure that Mission, Vision, and Principles are properly developed and communicated across teams

Requirements

Bachelor's degree

Excellent track record of professional and academic achievement

MBA preferred but not necessary

Background in strategic consulting or investment banking preferred but not necessary

Reputation as a strategic thinker

Demonstrated ability to be entrepreneurial and a self-starter

Ability to multitask and understand how to prioritize tasks based on importance vs. immediacy

Ability to collect and analyze data from multiple points both from inside and outside the organization

Extensive knowledge of unit economics, business operations, and corporate development and strategy

High EQ and strong interpersonal skills

Ability to work with a diverse range of stakeholders across various functional disciplines to understand their respective challenges and motivations

Ability to work well with executives, and able to lead and influence across multiple levels and functions of an organization

Comfortable working in time-sensitive and rapidly evolving situations

High tolerance for ambiguity and complexity, while being efficient with limited resources

Mature judgment and discretion in keeping sensitive information confidential

Proven to be a highly organized operator

Level of attention to detail that is second to none

Excellent oral and written communication skills

Advanced understanding of MS PowerPoint, Excel, and Word (or equivalent) to develop executive presentations and documents

Sense of humbleness with no job being too big or too small to undertake

Positive attitude

Commitment to our corporate Mission, Vision, and Principles

Experience in business expansion and pipeline development

Experience in sourcing, leading, and executing deals

Ability to conduct market research and analysis that informs project selection

Ability to assimilate research and build business cases for market development

Understanding of key financial concepts

Ability to formulate budgets and financial models

Chief Of Staff 3

Job summary

Our team is in search of a [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) to work directly with our founders as we build out new initiatives and programs.

Responsibilities

Work directly with the founders to grow the company, with a focus on building and streamlining systems, keeping the trains running as we scale and nurturing relationships with customers, retailers and partners.

Open up bandwidth for scale by professionalizing business operations (creating systems, integrating a smoothly running tech stack and documenting standard operating procedures, etc.)

Take ownership of wholesale order management (managing retail portals and manuals, edi setup, crm updates, etc.) and provide sales support (inside and outside sales)

Coordinate basic tradeshow/event logistics (will require occasional travel)

Requirements

Minimum 2-4 years experience, preferably in the field(s) of operations, customer service and/or sales

Incredible communication skills clarity, timeliness and follow-through

Pro-active and solution-oriented mindset; Problem solver and self-starter (critical thinking is key)

Energy and enthusiasm for a cross-functional role

Business writing and basic copywriting skills

Time management skills and attention to detail

Flexibility to connect with international partners outside regular business hours

Ability to work independently and prioritize multiple objectives simultaneously

Ability to handle ambiguity and adapt to changing business needs

Team player who can wear many hats

Experience with Shopify, Google Analytics and e-commerce software is preferred but not required

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Job summary

We are seeking a dynamic, experienced leader to serve as our next [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) in the Office. This is a position of trust and the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) serves as an advisor, driving communication, collaboration, and alignment.

The [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) is responsible for the day-to-day management and business operations of the Office, including management of budget, staffing, operating procedures. The [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) serves as a coordinator of executive-level decision-making, ensuring the office has the necessary resources and capacity to meet its objectives.

Responsibilities

Manages the work of the team.

Leads team meetings, ensuring all time spent together is highly effective and there is clear ownership and follow-through.

Develops and manages methods to streamline and enhance existing processes and programs by adopting leading practices.

Leads the preparation and production of executive presentations, including team meetings, internal and external speaking engagements, off sites, and events. Drives internal communications strategy including team emails, websites, newsletters and videos. Exercises executive-level communication skills, both written and verbal; leverage the art of writing concise and impactful emails, talking points, briefings, pre-read and presentation materials.

Manages and owns the strong execution of strategic projects that require cross-team collaboration where decision rights span across multiple areas.

Requirements

At least 10 years of leadership experience – higher education s preferred.

Significant management experience in a similar capacity to a high-level [principal](https://100hires.com/principal-job-description.html) in higher education, government, business setting, with a proven record of effective communication, staff supervision, and budget expertise, is necessary.

Superior organizational skills, verbal and written communication skills, and the ability to articulate and present information to various and diverse audiences is necessary.

Evidence of exceptional judgement and decision-making skills is necessary.

Demonstrated ability to handle high level sensitive and confidential information is necessary.

Ability to think strategically to manage multiple projects/initiatives with changing priorities and strict deadlines in a rapidly changing environment is necessary.

Evidence of working with multiple diverse constituencies in a confident and supportive manner is necessary.

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Job summary

Your job as [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) is to ensure the success of the company. Some of the responsibilities of the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) would be helping the CEO hire key executives, analyze data, attend important meetings sometimes on behalf of the CEO, update important dashboards and help with strategy.

Ideal Candidate: you have an MBA or degree in a highly technical field such as computer science, economics, statistics, engineering, math, etc.

Responsibilities

Interview important candidates and contractors and be a thought partner to the CEO on deciding on each candidate
Ensure that the CEO is well prepared for every meeting. Often you will be part of those meetings, taking detailed notes and prepared to help the CEO digest the important takeaways from the meetings. Other times you will attend the meeting on behalf of the CEO

Assist the CEO with communication to investors and to be prepared for board meetings

Assist the CEO with global communication throughout the organization

Work with the CEO on strategies to raise additional capital and even attend fundraising meetings

Help the CEO with communication across the organization

Be a reliable stopgap across the company and familiar with internal operations across departments

Requirements

You should be highly analytical

Quick learner

Strong personality with a willingness to challenge the CEO

Willing to think deeply about complicated problems; an adherent to first principles

Self-motivated and highly ambitious

Strong spreadsheet competency

Highly organized

Strong written and verbal communicator

Technical degree such as economics, statistics, math, computer science, engineering or MBA

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Job summary

You're a perfect fit for this role if, over a wide diversity of projects, businesses or clients you've built and honed your skills in structured problem solving, outcome-oriented execution, meticulous attention to detail, and executive level communications - all with high analytical capability and rigor. One example of how you might have built this is 4+ years in Management Consulting and an MBA, though there are many ways you might develop these skills in many other ways!

This role represents a unique opportunity to be exposed to and operate at the highest levels of business strategy and operations at a truly global social good technology company that's already at scale, profitable, and growing quickly. You'll build relationships with senior leaders inside and outside the org, and bring the skills you've built to bear on some of our most interesting, high stakes work.

Responsibilities

Plan and facilitate executive team meetings and planning sessions;

Provide decision support with research, analysis, and synthesis;

Manage and execute special projects as designated by the CEO;

Offer general support: correspondence, agendas, minute taking, etc (note: core administrative support to the CEO is provided by a separate admin role).

Project manage preparation and creation of materials for Board meetings;

Update the Board on progress against goals and key impact moments;

Prepare regular investor reports and respond to incoming requests.

Be a bridge for communication between the CEO and internal departments, with strong collaborative relationships across the organization;

Prepare presentations and updates for internal audiences, such as leadership reports, summaries of board meetings, or

presentations for company-wide meetings;

Work with the communications team to manage speaking requests for the CEO.

Requirements

Executional excellence: You have the organizational skills, meticulous attention to detail, high sense of responsibility, and generalist skill set to take on a wide range of high priority tasks in support of the CEO and executive team. You are dependable, and always deliver quality work.

Executive level communication skills: Your written (including decks) and verbal communication is compelling and precise. You can quickly take complex concepts and communicate them briefly, simply and persuasively. You've demonstrated the ability to communicate at executive or board levels of large companies or organizations.

Structured problem solving: Strategic thinking, in particular the ability to break complex problems down into component parts. The ability to lead on and enjoy both strategic and tactical work is key;

Analytical capability: You're confident creating, scrutinizing and improving everything from revenue models to pivot tables. You've repeatedly done the work to make sure complex business reporting data is accurate, but you're also able to cut out the noise by identifying the 2 or 3 most salient data points to inform decision making.

Emotional intelligence and ability to establish strong and trusting relationships with colleagues;

Designing or leading organizational change management around new goals, priorities, team changes or projects;

High initiative, self starting capabilities; the demonstrated ability to identify and seize opportunities for impact in messy, uncertain contexts without direction or oversight;

Mission and values alignment, demonstrated through a history of actively contributing to the causes or communities that you care about in meaningful ways;

Facilitation skills; you design thoughtful meeting processes/agendas and are skilled at chairing or facilitating meetings or sessions that make progress on high stakes discussions with senior stakeholders.

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Job summary

We are seeking a talented, energetic and resilient strategist & communicator to serve as [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) to the CEO, supporting the CEO with internal and external communications, strategy, and leadership team execution. This role is unique; it drives key initiatives in support of and on behalf of the CEO. At the beginning of their tenure, this individual will principally support the CEO in drafting & preparing internal updates for the company, key client communications, investor & board updates, and strategy projects. Over time, this individual will have the opportunity to take on self-directed leadership efforts and transition into a broader role in the organization.

The ideal candidate will be a world-class communicator, have the proven ability to work independently, pick up quickly on new things, experience at a top-tier consulting firm or similar strategy experience, and have a track record of delivering distinctive results.

Responsibilities

Executive Communication: the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) will develop and ensure that internal company updates (conference presentations, blog posts, All Hands, etc), external presentations (client pitches, business reviews, board materials) and other CEO-driven communications meet our high bar

CEO Extension: the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) will attend meetings & calls on behalf of the CEO, supporting client discussions, internal problem solving, and other key meetings as a voice of the executive suite

Strategy Development: the [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) will serve as a sounding board and supporter of strategy team

Project execution: lead special projects critical to the success of the business

Requirements

3-5 years of experience in a top tier strategy consulting firm is required; additional banking, corporate strategy investing or operations role at a fast growing start-up valued

Undergraduate degree from a top school is required, MBA or equivalent optional

Distinctive written & verbal communication skills

Demonstrated career progression with increasing responsibility over time

Strong orientation to team culture and cross-functionality

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Job summary

We need a [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) to help with management of the company's business operations. This position will be responsible helping to manage the business operations, such as evaluating the financial forecasts and actuals, helping to manage significant business milestones (such as license renewals), overseeing IT initiatives, and helping the company maintain insurance. This position will help manage the company schedule and forecast areas of risk/concern. This position needs to be detailed oriented with an ability to push tasks to completion.

Responsibilities

Help manage business operations

Evaluate financial forecasts and actuals to assess company progress

Consistently evaluate company priorities and organize information to facilitate decision making for the company's executive team

Lead the company insurance area, ensuring the company insurance policies are up to date, correct, and renewed on

time

Lead the effort to obtain all the insurance policies required

Oversee IT initiatives to support business needs

Maintain the company schedule and critical path milestones

Work with the project managers to determine critical project milestones and the resources required to achieve those milestones

Work with the business department leads to ensure the business support occurs when needed by the projects and operations teams

Forecast concerns and/or risk areas based on the schedule evaluation

Contribute and implement metrics that help automate the evaluation of company progress

Contribute to company planning efforts based on project and customer schedules updates

Contribute to the company risk management activities

Based on work with the project managers and department leads, develop company risks that require active evaluation

Propose mitigations alternative paths for company risks

Present coordinated risk resolution plans to executive management

Company integration activities

Develop company goals and objectives

Evaluate progress against company goals and objectives throughout the year

Manage programmatic reviews, update templates, and ensure clear, concise communication to the company's executives

Coordinate among the different departments to ensure the company's resources and schedule stay integrated while reflecting the latest project developments

Contribute to customer development, including graphic development, as required

Participate in customer meetings, as required

Develop business tools, as needed, to complete their tasking.

Evaluate risks and risk mitigation plans to determine if the risks are appropriate and risk mitigations are adequate

Regular and comprehensive communication to the Chief Operating Officer on a weekly and monthly basis

Contribute to the integration of complex aerospace systems

Travel, as needed, to support the department

Demonstrate honesty, responsibility, integrity and fulfillment of commitments

Requirements

Knowledge of, and experience with, one or more of these disciplines: Financial management and planning, Contracts and Sub-contracts management, risk management, insurance

Ability to communicate business challenges and guidance to varied audiences to explain rationale and/or resolve concerns

Ability to work on their own initiative and prioritize tasking to fit within the business goals

Ability to quickly adapt to changing priorities

Ability to evaluate company challenges and contribute solutions with a high level of detail

Required Computer Skills

Financial management systems

MS Office (Word, Excel, Outlook)

Risk management systems

Experience with financial data analysis

Experience with budget management

Proven success in coordination across multiple company departments

Bachelor's degree (B.S.) from accredited institution and 15-plus years of relevant experience, OR equivalent combination of education and experience.

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Job summary

We are hiring a [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) reporting to the CEO and will work closely with the management team and board. This role is uniquely suited to those on an operational executive or general management career path - CEO, GM, COO, or similar.

Responsibilities

Work alongside the CEO on the company's most strategic projects (and mundane ones!)

Willingness to own any project to successful completion, even ones you've never done

Attend meetings to track and ensure completion of action items

Work closely with the leadership team to progress company's most important goals Influence and win trust of everyone from entry-level employees to executives, customers, partners, the board, and investors

Be a sounding board for the CEO and challenge him when necessary

Deliver results even when not given a lot of direction

Run operating meetings including weekly leadership meeting and and quarterly Board Meetings

Prepare operational metrics so you and the CEO can effectively operate the business

Be a central point of contact for the coordination of the CEO's activities and ensure preparation of relevant documents and briefing material

Recommend, lead, and/or implement process improvement initiatives to continue driving quality improvement, efficiency, productivity improvement throughout the organization

Work on the front lines to handle issues before they rise to the CEO's attention

Tie together systems to eliminate manual work and give teams data necessary to operate better

Requirements

2-6 years' experience in strategy consulting, private equity, investment banking, law, or corp dev/strategy

Distinguished performance at a top undergraduate or MBA/JD program

Proven project management skills with the ability to drive a diverse set of projects towards impact simultaneously

Exceptional communication, interpersonal, and presentation skills

Strong analytical, problem solving and financial modeling skills

You know how to run a meeting, keep things moving, and get the outcome required whether or not the CEO is there

Hands-on leader who could combine analytical, operational and strategic expertise

Ability to drive change in teams you don't control

You enjoy diving into the details! Have the smarts to figure out a new business or area very quickly, no matter how complex

Coding experience or technical background

Enterprise SaaS experience

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Job summary

We are looking for a proactive, strategic, and detail-oriented [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) who is passionate about maximizing the business and strategic impact of the team and about organizational effectiveness. The [Chief Of Staff](https://100hires.com/chief-of-staff-job-description.html) will ensure the strategic execution of the team priorities, be responsible for business performance and budget management, while acting as an advisor and leadership team. This role requires a highly resourceful, self-driven individual with the ability to partner, execute, and lead through influence and collaboration - across the company.

Responsibilities

Lead budget planning and forecasting, hiring strategy, and resource management.

Own the executive communications function including coordination and quality of content for conferences, analyst and press events, customer interactions, product and business reviews ensuring that all messages are clear and in alignment with the organization's goals.

Work closely with GM, HR and leadership. Elevate our partnership with Recruiting to ensure our organization attracts the best and diverse candidates and any openings are filled quickly and meet organizational hiring objectives. Drive and ensure a positive onboarding process.

Support and participate in strategic initiatives or cross-group projects contributing to the overall organizational strategy. Plan, lead, and facilitate leadership and team offsites ensuring materials are sent in advance, time is well spent, and objectives are achieved. Monitor and strengthen our business policies, audit and improve our capacity for operating our

business effectively. Create and implement accurate plans and develop success metrics and communication approach for these initiatives and projects.

Requirements

Proactive Systems Thinker: Able to manage a high degree of complexity and to distill information, able to think both strategically at a global level as well as effectively developing key processes, and deliver and distribute information across multiple channels and mediums. Preference for experience in strategic planning.

Collaboration and Partnership Expert: Exceptional cross-organization collaboration-building skills, including ability to partner with teams with multiple different priorities.

Interpersonal Communication Champion: The ability to build trust, influence, and relationships with diverse team members at all levels, the ability to leverage relationships to accelerate delivery, and the ability to use these skills to facilitate connection with stakeholders across the organization.

Culture Cultivator: Passion to foster an inclusive and diverse culture through initiatives, training & education, communications, and implementing optimizations based on high-level goals.

Project Driver: Project Management skills and ability to lead multiple high-profile projects of varying timelines simultaneously across a distributed set of stakeholders without direct ownership of resources. Strong ability to prioritize work and maintain good judgment in a rapidly changing environment and synthesize insights and next steps from a large amount of sometimes conflicting data.

Communicator: Exceptional written, presentation, and verbal communications skills that can be applied across organizational levels, including ability to build comprehensive and compelling presentation and communication materials that span functions and groups.