



Junior Achievement – Chief of Staff Chief of Staff to CEO (COS)

Position Description:

The Chief of Staff to the CEO (“the COS”) position is a critically important role. It is a highly strategic and facilitative position that enables the CEO to work most effectively with internal and external stakeholders and fulfill her commitments to JA of South Florida donors, partners, Board of Directors and team. The COS’s role is to make sure the CEO’s time is leveraged most effectively and may mean querying and professionally pushing back on senior executives and other staff members to deliver the necessary information required by the CEO. This will require focus, flexibility, assertiveness, tact and diplomacy. This position will play an active role behind-the-scenes and will also interact directly with partners, donors, board of directors and staff. As the CEO’s ‘trusted counsel’, the role requires a highly resourceful individual with strong emotional intelligence, self-motivation, and strong analytical and communication skills.

Primary Duties and Responsibilities:

- **Initiate, schedule and confirm CEO meetings** – invite participants, make sure CEO is well-prepared, provide meeting materials to invitees, make sure meeting objectives can be met. Work with Facility Events staff to ensure any special logistical needs are communicated and handled for on-site meetings. Manage the amount of meetings in a day/week so that CEO has work and planning time. Allow ample travel time to and from meetings to allow CEO to arrive on time.
- **Preparation for CEO’s meetings** – this will require gathering, organizing and producing presentations of information that CEO may require for meetings with donors, partners, community leaders, government officials, board members, etc. .It will include arranging travel when necessary.
- **Follow-up on CEO meetings** – de-brief with CEO after each meeting to determine any follow-up actions, prepare documents required for follow-up, prepare sponsor proposals, schedule follow-up meetings, etc.
- **Coordination/orchestration of projects or commitments** – assisting CEO with projects, presentations, plans and other commitments. Work with both external contacts and internal staff to gather data, information, etc. COS would need to understand the breadth of the projects within the CEO’s purview. The CEO and the COS would agree on the schedule of projects requiring COS involvement.
- **Independent leadership of special CEO projects** – these projects may include research, business plans, budgeting, work plans, etc.
- **Development of draft communications on behalf of the CEO** – these communications include weekly board reports, press releases, editorials, quarterly letters to donors, speeches for engagements with external audiences. In addition to the drafting of key communications, the COS should also be able to represent the CEO in internal meetings to

help drive understanding of her views and external meetings to represent the organization and bring back information and opportunities.

- **Internal management of Board of Directors** – schedule and prepare for new board member orientations, manage board/committee meeting invites and reminders., Prepare draft agendas, attend meetings and prepare minutes, assist board members with special requests/needs in the absence of the CEO, manage board accountability reports, etc.
- **Assist with CEO stewardship activities** – using BCRM (constituent management system) determine and manage CEO's stewardship activities with donors, partners, board members and staff, which includes notes, calls, gifts, breakfasts/lunches, etc.
- **Support the executive team's communications with the CEO** - The COS will help facilitate decisions the staff need receiving feedback on from the CEO. S/he will support the needs of the staff in their ability to raise critical issues with the CEO.

Knowledge, skills, and abilities:

- Highly-developed communications skills (written/verbal)
- Interpersonal savvy to deal with high level donors and other external contacts
- Highly organized
- Results/action-oriented
- Strong project management skills
- Organizational and political agility
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Self-starter; ability to anticipate next steps; proactively take actions necessary to produce results.
- Ability to multi-task; ability to take responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Strong strategic, research and analysis skills
- Sees big picture vision
- Resourceful; creative problem solver
- Willing to make strategic decisions when necessary
- Build trust internally and externally, and project a professional image.
- Passion for JASF's mission and willingness to learn programs
- Discreet,

Qualifications:

- Bachelors degree required
- Minimum of 5 years work experience required
- Applicable/transferable experience: private sector roles in law, business strategy or consulting;
- campaign/elected official aids/strategists.

Organizational Relationships:

- CEO
- Staff
- Board and Advisory Council
- Donors

- Partners
- Community Leaders
- Elected officials
- Non-Profit CEO's
- Vendors
- Financial Institution Representatives

Please send cover letter and resume to Yvonne Garcia Swain at
yvonne@jasouthflorida.org

Junior Achievement of South Florida is one of Broward and south Palm Beach's premier nonprofit organizations serving over 50,000 K-12th grade students a year. Through the key content areas of entrepreneurship, financial literacy, and work readiness, JA inspires students to succeed in a global economy. Our success stems from great people who are team players and share a common enthusiasm for the great mission of this organization.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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