

**Chief of Staff - Office of the CEO - [Foundation]**

## [Foundation Mission Statement / Description]

*Salary Commensurate with Qualifications, Education & University Guidelines.*

*We recommend membership in the Chief of Staff Association forms part of any renumeration package.*

Position Information

# Basic Function

The Chief of Staff (COS) shall serve as a member of the senior management team of [Foundation name], with authority over a wide range of management and technical assignments within the foundation. They will also be assigned special projects that may be on-going and/or non-recurring in nature.

# Dimensions

The COS shall supervise the work of foundation staff, professionals, consultants, the executive assistants, the office secretary, human resources, certain employees, and volunteers, to varying degrees at the foundation.

They will work collaboratively with members of the core committee of the foundation and assist leaders including the CEO himself.

# Nature and Scope

The COS will liaise, organize, and execute in relation to internal stakeholders including the Board of Trustees, the CEO, the foundation family, executives, endowment team, administrators, human resources, the office secretary, employees, and staff. They will also liaise, organize, and execute in relation to external parties including government officials, political and social consultants, auditors, legal representatives, representatives from financial institutions, representatives from other foundations, visitors, and the general public.

# Principle Duties

## The COS will:

* manage the bi-directional flow of communication in and out of the CEO’s office to ensure consistent and responsive message delivery to key internal stakeholders, including other foundation executives, endowment managers, employees, volunteers, and staff.
* assist in planning, developing and establishing policies and goals consistent with the foundation’s objectives and governmental regulations.
* help prepare press releases and work [organization name]’s media team to provide high-quality inputs to media organizations on behalf of the organization
* lead and direct specific initiatives within the organization’s long-term and strategic direction.
* coordinate some specific engagement activities with the CEO’s Office around specific strategic and operational matters.
* coordinate comprehensive projects and assignments that require coordination of several different foundations and/or areas of the foundation including personnel/management reviews, and special studies.
* prepare an agenda for each senior executive meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up. Occasionally attend such meetings in lieu of the CEO.
* be responsible for directing the operations of the CEO’s Office while maintaining constant interface with the core committee to ensure that key issues are proactively addressed.
* help develop the foundation’s political strategy, including connective with Heads of State, diplomats, government officials, donors, and investors. This will include developing the foundation’s lobbying effort in the relevant departments and high offices.
* engage in collaborations and develop coalitions with other foundations and philanthropic bodies
* support the CEO of the foundation in their public diplomacy mission, including media statements, op-eds, press releases, media interviews, and so on. Also, develop and implement a media strategy in consultation with internal stakeholders, and help prepare the CEO for media presence.
* supervise the position of the foundation’s endowment, and work with the endowment team and the CFO to prepare quarterly briefing on endowment performance for the Board, the CEO, and Foundation family.
* attend multilateral and bilateral conferences, with and without the foundation’s CEO.
* develop data analysis and write reports for use in executive decision-making. handle data, communication and projects that are highly privileged and confidential.
* provide leadership in the development and administration of organization-wide integrated plans and processes, including accreditation assessments and performance evaluation reviews.
* build and maintain mutually supportive relationships with all tiers of the foundation, including management, staff, outside agencies, consultants and vendors, when necessary. Work to remove barriers that hamper communication within the foundation.
* coordinate and monitor assignments which must be accomplished in conjunction with other senior executives.
* represent the CEO in events and functions of the diplomatic corps and ambassadorial functions.
* ensure the foundation’s compliance with relevant local and federal laws applicable to foundations.
* Oversee travel resources for the CEO and compliance with travel policy.
* oversee the CEO’s security requirements, including liaison with external security consultants.
* perform other related duties as assigned.

# Core Competencies

## The COS must possess and demonstrate competencies in:

* the principles, practices and methods utilized in progressive leadership and staff level management.
* computer skills (Microsoft Office Suite); Excel and PowerPoint presentations.
* skill in management and leadership with the ability to direct programs, staff and cross-functional teams in an efficient and effective manner.
* exceptional interpersonal skills including tact, patience, and acumen and the ability to work with many, diverse individuals and groups across various functions.
* the organization’s code of conduct.
* excellent organizational and analytical skills and the ability to formulate recommendations and improve team dynamics.
* writing press releases and preparing materials for the media. Excellent oral and written communication skills including creative writing, presentation development and presentation skills.
* the ability to prioritize work actions and follow-up with meticulous attention to detail and accuracy.
* the ability to work effectively under pressure, handle multiple priorities, tasks, demands and time- sensitive pressurized situations.
* the ability to establish and maintain effective and harmonious relations with the foundation’s internal and external stakeholders.
* working in a fast-paced environment; and commitment to completing tasks on time and to the highest ethical and professional standards.

# Minimum Requirements

Master’s Degree in Business/Public Administration or related field, and [range] years of relevant experience and/or an equivalent combination of [range] years combined higher education/training and experience. Work with a previous foundation is an asset.

***Note:*** *This position description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required as directed by the organization. [Organization name] has the right to revise this position description at any time. This position description is not and should not be construed as a contract for employment.*