

**Chief of Staff - Office of the President - [Not-for-Profit]**

## [Organization 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 [organization name], with authority over a wide range of management and technical assignments within the organization. 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 office staff, professionals, consultants, field experts, executive assistant, office secretary, human resources, and the scheduler to varying degrees at [organization name]. They will work collaboratively with members of the core committee of the organization and assist leaders including the President.

# Nature and Scope

The COS will liaise, organize, and execute in relation to internal stakeholders including the Board of Trustees, the President, administrators, human resources, office secretary, employees and staff. They will also liaise, organize, and execute in relation to external parties including government officials, donors, consultants, field experts, auditors, legal representatives, academics, representatives from other not-for-profits, visitors, and the general public.

# Principle Duties

## The COS will:

* be responsible for directing the operations of the President’s Office while maintaining constant interface with the core committee to ensure that key issues are proactively addressed. The Chief of Staff serves as the Chairman’s liaison to various committees within the organization.
* manage the bi-directional flow of communication in and out of the Chairman’s office to ensure consistent and responsive message delivery to key internal stakeholders.
* assist in planning, developing and establishing policies and goals consistent with organizational objectives.
* work with event managers to design a clear schedule for donor-related events and take charge in making those events materialize in a timely and successful fashion.
* monitor the proceeds of the organization from all sources and prepare regular reports to detail those flows.
* develop and implement a media strategy in consultation with internal stakeholders and help prepare the President for media presence.
* help prepare press releases and work with [organization name]’s media consultants 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 President’s Office around specific strategic and operational matters.
* generate and coordinate assignments, as needed. Work independently to complete assignments involving the appropriate internal or external contacts.
* take a proactive approach towards managing donor relations and donor satisfaction.
* 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 President.
* attend multilateral and bilateral conferences, with and without the principal.
* develop data analysis and write reports for use in executive decision-making. Handle data, communication and projects that are highly privileged and confidential.
* build and maintain mutually supportive relationships with all tiers of the organization, including management, staff, outside agencies, consultants and field experts, when necessary. Work to remove barriers that hamper communications within the organization.
* represent the President in events and functions of the diplomatic corps and ambassadorial functions
* 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.
* campaign finance laws.
* preparation of congressional testimony.
* 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 organization’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.

Previous experience on the not-for-profit sector 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.*