GreenLight Fund

Chief of Staff

Boston, MA

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About GreenLight Fund

Founded in Boston in 2004, GreenLight Fund addresses barriers to economic mobility for children, youth and families in high-poverty urban areas by creating local infrastructure and a consistent annual process to:

* Identify critical needs and barriers for people experiencing poverty;
* Import innovative, entrepreneurial programs that can have a significant, measurable impact; and
* Galvanize local support to help programs reach and sustain impact in the city.

In addition to funding, GreenLight Fund provides ongoing support to the organizations it brings to a city (portfolio organizations) through access to a national network of partners and city-specific relationships and knowledge, as well as expertise developed through GreenLight Fund’s experience in other cities, which help ensure their success and impact.

Currently, in addition to the founding site in Boston, GreenLight Fund now has sites in Philadelphia, the Bay Area, Cincinnati, Charlotte, Detroit, Kansas City, Atlanta, the Twin Cities, and Baltimore. Since our founding, GreenLight has launched and supported 33 innovative organizations in sites that reached more than 325,000 children and families last year.

With a new strategic plan in place, GreenLight Fund is poised for continued growth, with a focus on deepening community impact, growing to new cities, building our learning capacity, building strategic partnerships, and centering equity in all that we do.

To learn more about GreenLight Fund’s work, please visit <http://greenlightfund.org/>. Click [here](https://greenlightfund.org/wp-content/uploads/2019/12/values-alpha.pdf.) to learn more about GreenLight Fund’s values.

## The Opportunity

A new position for GreenLight Fund, the Chief of Staff will serve as the right-hand to the CEO, with a bird’s eye view across the organization, connecting the dots and providing strategic guidance as GreenLight continues to scale and grow. Bringing a combination of exceptional project management skills and deep emotional intelligence, the Chief of Staff will use their relationship-building orientation to build trust, create buy-in, and ultimately drive organizational performance. Specifically, the Chief of Staff will provide support to the CEO across all aspects of her work, facilitate strategic and annual planning and monitor organizational performance, spearhead special projects, coordinate internal and external communications, prepare for and follow-up on team and Board meetings, and streamline processes to ensure effectiveness. A skillful facilitator, the Chief of Staff will have the authority and confidence necessary to make thoughtful and considered decisions with and on behalf of the CEO while enjoying a behind-the-scenes role. Finally, the Chief of Staff will be a trusted colleague to the Management Team and Leadership Team, serving as a facilitator and partner in achieving organizational and team goals and removing bottlenecks.

The Chief of Staff will report to the CEO and will be an active member of both the Management Team and the Leadership Team.

Key responsibilities will include:

**Direct Support of the CEO**

* Serve as an advisor to the CEO, facilitating effective decision-making and leveraging her time to maximize results
* Support the workload of the CEO and prioritize her time by managing information flow, resolving issues, providing analysis and advice on key needs, and delegating internal and external inquiries to the appropriate individual
* Partner with the CEO to continuously build Board engagement, including stewarding individual relationships and managing the preparation, execution, and follow-up of Board and Committee meetings
* Support CEO communications, ensuring presentations and written materials are high quality, crisp, on message and effective for the audience
* Manage other projects as prioritized by the CEO, leading the scoping, planning, and management of projects to produce high-quality, timely deliverables
* Model commitment to equity and help build an inclusive culture

**Strategic Planning and Alignment**

* Manage the annual planning process, acting as project manager and ensuring alignment between work plans and strategic goals
* Steward the implementation of the four-year strategic plan by tracking progress towards milestones, collaborating with senior staff to troubleshoot challenges, and coaching senior leaders in the execution of their plans
* Oversee the creation of new processes and/or tools in collaboration with the CEO and senior staff to ensure projects are delivered on time, on budget, and within the scope set forth in their plans

**Support of Leadership Team Structures and Workflows**

* Prepare CEO to provide effective leadership to the organization, including preparing for Management Team and Leadership Team meetings, ensuring appropriate follow-up, providing support as necessary, and helping to drive performance
* Demonstrate an inclusive culture of giving and receiving feedback to facilitate ongoing learning and organizational development
* Serve as a trusted partner and support to the Management Team and Leadership Team
* Develop and implement trainings and retreats to expand the capacity and team building of senior leaders

**Organizational Development and Internal Communications**

* Ensure strong organizational leadership across functions and teams
* Manage internal communications and messaging to staff
* Coordinate organization-wide meetings, events, and retreats
* Systematize knowledge management, so internal teams have accurate and up-to-date information on project execution, pipeline items, and external facing communications

## Candidate Profile

The Chief of Staff will be a natural relationship-builder and communicator who brings a strategic and forward-looking orientation as well as strong project management capabilities. They will be acutely aware of the importance of building and stewarding trusting relationships to execute organizational priorities effectively and will bring an understanding of how organizations grow and evolve as they scale.

While no one candidate will possess every quality outlined for this position, the successful candidate will bring many of the following professional qualifications and personal attributes:

* Commitment to and passion for the mission and work of GreenLight Fund; deep alignment with organizational values: Collaborative; Commitment to Excellence; Diversity, Equity, and Inclusion; Focus on Sustainability; Innovation; and Rooted in Community
* Approximately 8 – 12 years of relevant professional experience; knowledge of organizational development and nonprofit management preferred
* Exceptional relationship-building and communication skills; ability to balance empathy and understanding with clarity of message, results-orientation, and high-performance
* Demonstrated success executing against a strategic plan, including building systems and processes to monitor progress and identify and problem-solve around challenges
* Understanding of the multi-faceted role of a CEO and ability to work in close partnership to leverage CEO’s time
* Demonstrated project management experience, including scoping, planning, and executing, keeping within budget and timeline, and identifying necessary resources, financial and human
* Ability to effectively envision, plan for, and execute meetings that are appropriate for the audience and simultaneously build culture and team while driving organizational priorities
* Outstanding written communication skills, with the ability to write in a shared, organizational voice
* Flexibility and the ability to handle the uncertainties associated with a new role in a fast-paced environment; able to help create order and structure in a complex environment while prioritizing relationships
* Strong learning orientation and growth mindset
* Exceptional level of professional judgment; able to identify what information needs to be shared, with whom, when, and how, while aligning with the CEO around decision-making roles
* Strong analytical skills
* Creative, collaborative, entrepreneurial and action-oriented, with an eagerness to roll up their sleeves to grow the organization

## Compensation & Benefits

The starting salary range for this position is $90,000 - $100,000. The compensation package includes medical, dental, and vision insurance, 401k match, and generous PTO and parental leave, as well as short- and long-term disability, life insurance, FSA, EAP, and professional development stipend.

Greenlight Fund is committed to fostering diversity, equity, and inclusion at every level of the organization. We recognize and appreciate the value of building a diverse workforce and creating an inclusive work environment. GreenLight Fund takes pride in being an equal opportunity employer regardless of age, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national or ethnic origin, physical or mental ability, race, religion, sexual orientation, or veteran status.

## Contact

Koya Leadership Partners has been exclusively retained for this search. To express your interest in this role, please submit materials [here.](https://talent-profile.diversifiedsearchgroup.com/search/895515ED-CBE8-4A2B-9A9F-BCC58CFDF02A) Materials should include a thorough resume and compelling letter of interest. All inquiries and discussions will be considered strictly confidential.

## About Koya Partners

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For more information about Koya Partners, visit <http://www.koyapartners.com/>.