



Position: Chief of Staff

Organization: America250 Foundation

Date Posted: January 4, 2022

Applications Due: February 4, 2022

Start Date: ASAP

About America250 and the America250 Foundation:

America250 is the multi-year commemoration of the 250th anniversary of the United States of America that peaks on July 4, 2026. It is a once-in-lifetime opportunity to deepen understanding of our past and ignite shared optimism for our future through engaging programs and experiences. Together we are inspiring the American spirit within all Americans and each American, grounded in our nation's founding principles, for our continuing journey toward a more perfect Union.

The America250 Foundation (Foundation) is the 501(c)(3) nonprofit organization that is the primary operating entity for the U.S. Semiquincentennial Commission. The Foundation works collaboratively with the Commission and public and private entities across the country to bring the vision for America250 to life through national and grassroots programming, commercial and noncommercial partnerships, marketing, and fundraising efforts. For more information visit www.america250.org.

The Foundation is seeking a Chief of Staff who will assist the Chief Executive Officer in providing leadership and oversight for the Foundation's day-to-day functions and staff. This Chief of Staff will be part advisor, part gatekeeper, part problem solver, and part all-round strategic partner to develop strategy to meet organization goals and advance our mission. The role will have both internal- and external-facing responsibilities.

The ideal candidate will handle complex situations and multiple responsibilities simultaneously, mixing long- term projects with the urgency of immediate demands. He/she must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the Chief Executive Officer and other constituencies, both internal and external. He/she must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the organization. An essential component of this role is the ability to draft communication and other materials that are priority initiatives of the CEO.

ESSENTIAL RESPONSIBILITIES

- Maintain continuous lines of communication, keeping the CEO informed of all critical issues.
- Participate in the CEO's internal and external communications, both written and spoken.
- Drafting and overseeing internal and external communications as necessary.
- Facilitate communication across departments.

- Implement and manage a routine internal communication system where seamless communication of priorities and workflow moves up, across, and down to ensure tasks and deliverables are on track and completed.
- Communicate ideas on behalf of the CEO and respond on behalf of the CEO to issues that arise, both internal and external.
- Oversee the preparation of agendas and manage logistics for Executive and Senior Staff meetings, including but not limited to, in-house staff, presentations, and reports to the board and commission.
- Advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Open staff meetings and other meetings as required.
- Manage the Foundation Board and Foundation committee meeting schedule.
- Solve problems and deal with issues before they bubble up to the CEO.
- Act on the authority of the CEO to oversee projects that typically require cross-functional collaboration and resource allocation.
- Manage current facilities and help plan for future facility's needs.
- Provide ad-hoc analysis and decision support.
- Ensure that the CEO is prepared for meetings and events.
- Work closely with the Executive Assistant to the CEO to ensure appropriate management of the CEO's calendar so that all priorities are met.
- When necessary, represent the CEO at meetings or events.
- Supports the CEO's management of the organization and staff.
- Works closely with Senior Staff, in particular, the Chief Operating Officer, Chief Communications Chief Legal Officer, Chief Finance Officer/Director of Finance, Chief Development Officer, and Chief Planning Officer(s).
- Other responsibilities as necessary.

REQUIREMENTS

The Chief of Staff will have a bachelor's degree and at least 5 years of relevant professional experience. The ideal candidate will have the acumen and finesse to handle complex situations and multiple responsibilities simultaneously mixing long- term projects with the urgency of immediate demands. He or she must possess exceptional judgment and communication skills - particularly the ability to produce written communications - exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships, and the capability to interact within all levels of the organization, government, external partners, and stakeholders.

Additional requirements for the position are:

- Knowledge of financial management and strategic planning
- Knowledge of human resource policies
- Excellent interpersonal skills and good sense of humor
- Good stamina and willingness to travel if necessary
- Strong interest in the mission of the America250 Foundation

MORE ABOUT THE POSITION

This is a full-time position that will require, at the appropriate and safe time, significant weekly time in America250 Foundation's headquarters located in Alexandria, VA and/or its office in New York City.

To apply for this position, please email your resume and cover letter to jobs@america250.org by February 4, 2022.

The America250 Foundation adheres to the equal employment opportunity guidelines set forth by federal, state and local laws and does not discriminate based on race, religion or creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic characteristics, marital status, sex or gender (which includes pregnancy, childbirth, or related circumstances), gender identity, gender expression, age, citizenship, sexual orientation, family care or medical leave status, military and veteran status, political affiliation, or any other characteristic protected by federal, state and local laws.