



BRIDGING ACCESS *to* CARE
Inc.

JOB DESCRIPTION

JOB TITLE: Chief of Staff	PROGRAM:	JOB STD HRS: 40.00
REPORTS TO: Executive Director	DEPARTMENT: Administration	FLSA STATUS: Exempt

JOB SUMMARY: The Chief of Staff provides direct support to the Executive Director, acting as her confidante and advisor and a sounding board for ideas. This role works closely with the both the executive and administrative staff, and oversees the administrative assistant and building operations.

DUTIES AND RESPONSIBILITIES:As a representative of the Executive Director, the Chief of Staff is responsible for ensuring the efficient and effective operation of executive affairs, management of all Board of Directors and governance matters, and oversight of affiliate relations and special projects. Specific responsibilities include:

Directly support the Executive Director and oversee executive office activities

Assist Executive Director in facilitating effective decision-making.

- Assist in setting strategic priorities by helping identify areas of focus and metrics for success.
- Manage Executive Director's time including travel and evaluate opportunities as to their fit with priorities.
- Create and review internal and external communications such as newsletters, reports, speeches or presentations for the Executive Director.
- Act as Executive Director's gatekeeper, ensuring her appropriate involvement in a project or decision-making process; assess inquiries directed at Executive Director, determine proper course of action and delegate to appropriate individual
- Preparation for and follow-up of meetings, including agendas and materials, ensuring the Executive Director has all necessary information for effective and efficient meetings.
- Coordinate calendars for Executive Director, Chief Operating Officer and Chief Program Officer
- Create and maintain cross-departmental relationships
- Liaise with donors, including government funders
- Act as primary contact to Board of Directors
- Ensure productive communication between staff, senior leaders, and board regarding company climate, employee well-being, project updates, proposals, and planning
- Assist with human resources tasks with new hires, including documentation and onboarding.. Working with human resources ensure all staff issues are addressed properly and efficiently.
- Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with CEO and executives on special projects
- Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications

KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree required; advanced degree preferred
- Minimum 5 years of prior related work experience in non-profit management with proven track record of successful collaboration with senior management.
- Proven experience organizing and directing multiple teams and departments
- Ability to build, manage and sustain constructive relationships with management staff, peers, colleagues and consumers across divisions and departments and with external stakeholders.
- Excellent organizational, research, and data analytic skills
- Skilled at project management and reporting
- Sensitivity to and experience working with a diverse staff
- Clear understanding of the communities served by BAC
- Experience with both planning and leading strategic initiatives
- Excellent written and oral communication skills
- Team player who is versatile and able to multi-task and prioritize
- Integrity and resolve to maintain ethical and professional standards
- Experience with budget management
- Nimble business mind with a focus on developing creative solutions