



Chief of Staff – Full-time position

Position Overview:

Cambridge Community Foundation is seeking a highly skilled Chief of Staff to join the President's Office. The Chief of Staff is a key member of the Senior Leadership Team responsible for strengthening organizational effectiveness, workflow efficiency, and support for the President with an eye towards strategic imperatives.

Cambridge Community Foundation is embarking on a 5-year strategic plan that elevates the Foundation's role as a multiplier of impact, home for local philanthropy, community partner, and catalyst for change. The official launch of the strategic plan is anticipated in October 2023. The Chief of Staff will be integral in ensuring the success of the plan by supporting the President and the Foundation's senior leadership team; ensuring that the organization's teams are working smoothly together and in a manner that's true to the Foundation's values; enabling systems of work integration; and ensuring excellence in the management and implementation of the plan and the President's civic agenda. The position will also be the primary connection to the Board of Directors, alongside the President. The ideal candidate will be mission- and results-driven, resourceful, action-oriented, punctual, a strong team-player with the ability to work independently, and comfortable working in a small and fast-growing organization.

The Chief of Staff will report directly to the President of Cambridge Community Foundation. The position is based in Cambridge, MA with staff currently operating on a hybrid schedule, in person three days per week. Participation in some evening and weekend events is required.

Job Responsibilities:

Strategy and Project Management

- Be the primary support to the President in all strategic and organizational projects as directed.
- In partnership with the President and Senior Leadership Team, support the management and execution of the Foundation's strategic plan.
- Coordinate cross-organizational priorities and workflows and create systems of work integration for the Foundation's teams.
- Be proactive in identifying potential issues on projects, outgoing communications, or agenda items of the President. Initiate solutions to collaborate on with the President and Senior Leadership Team.
- Oversee key research and special projects, including preparing deliverables, drafting letters, correspondence, emails, and other tasks on behalf of the President as needed.
- Exercise sound decision-making, sometimes on behalf of the President.

Administration & Communications

- Ensure coordination and organizational effectiveness by prioritizing, scheduling, and managing key internal and external meetings and agendas.
- Support the workflows of the Foundation's Senior Leadership Team.
- Represent the Foundation at meetings and events, sometimes on behalf of the President, capture key takeaways and ensure the President is up to date on needed follow up actions.

- Work with the President to schedule and coordinate weekly senior leadership team and all-staff meetings and their corresponding agendas.
- Provide additional capacity to the President and Senior Leadership Team on a variety of levels when needed, including the management and execution of virtual and in-person events.
- Train and manage a part-time administrative associate.

Board Support

- On behalf of the President, serve as a key liaison and point of contact to the Board of Directors.
- Serve as the primary staff liaison to the Governance Committee and manage Governance tasks and follow-ups.
- Plan and schedule the Foundation's quarterly board meetings and retreats.
- Organize quarterly board materials, assemble, and distribute a Board packet and corresponding communications pre- and post-meetings.

Preferred Experience and Skills:

- A bachelor's degree is required, an advanced degree is preferred.
- Strong project management expertise, with experience managing complex projects and multiple teams.
- Excellent organizational and time-management skills.
- The ability to consistently create and deliver on job responsibilities in a timely manner; and to manage multiple schedules and project timelines.
- Superb written and oral communication skills, including solid presentation abilities and the ability to foster productive relationships.
- Trustworthy and dependable, with the ability to work with confidential information.
- A deep-rooted personal commitment to working in a diverse and inclusive work environment and fostering a positive and respectful workplace culture.
- A team player who is comfortable working in a fast-paced, growing organization that sometimes requires "all hands-on deck".
- Excellent attention to detail and the ability to perform a substantial number of tasks independently.
- Strong technology skills and comfort with digital platforms and data systems. Proficiency in Microsoft Word, Excel, and PowerPoint required; and familiarity with Adobe Creative Suite and data management systems is preferred.

We recognize that candidates for this role may have varying levels of experience. If you are interested in this role, and feel you have relevant skills and experience, we encourage you to apply.

Salary:

The salary range for this position is \$105,000 to \$115,000, commensurate with background and experience. The Cambridge Community Foundation offers a generous benefits package that includes medical, dental, and vision insurance, a discretionary 403(b) contribution, and generous PTO and parental leave, as well as short-and-long-term disability, and life insurance. The ideal start date for this position is September 1, 2023.

TO APPLY:

Please send a cover letter and resume to applications@cambridgecf.org. You can address your cover letter to Geoff O'Connell, Chief Financial Officer of Cambridge Community Foundation. Applications will be accepted on a rolling basis until the position is filled.

About the Foundation

The foundation of and for all of Cambridge, we aspire to make our community vibrant, just, and equitable. Established in 1916, the Cambridge Community Foundation supports the well-being of all of Cambridge through grantmaking to nonprofits, civic leadership, and philanthropic partnerships.

We are committed to thinking big and pursuing bold, innovative ideas to solve our city's most pressing problems. As a grant maker, we support 150+ local nonprofits annually. As a civic leader, we conduct research and initiate cross-city conversations and collaborations that lead to impactful change in the city. We serve as the philanthropic home for Cambridge, working with our donors and partners to address community needs.

Cambridge Community Foundation's goal is to foster an inclusive and empowering environment for all employees. The Foundation is an equal opportunity employer. We do not discriminate on the basis on race, religion, color, national origin, sex, gender identity, sexual orientation, age, veteran status, medical condition, status as an individual with a disability, or any other basis applicable by law.