



**Job Title:** Chief of Staff  
**Employment Status:** Salaried, Exempt  
**Reports Directly To:** President and CEO

**Date Completed:** June 27, 2024  
**Pay Scale:** \$66,000 to \$76,000

### **Position Summary:**

The Chief of Staff for Habitat for Humanity-MidOhio provides invaluable support to the President and CEO, providing critical support to various areas of the organization. As a trusted advisor to the President and CEO, this role exhibits the highest level of confidentiality and integrity on behalf of the organization while maintaining a high-level understanding of the process and procedures of the organization. With the ability to distill substantial amounts of information, offer insights and implement performance metrics, this role acts as a liaison and thought partner between senior leadership and various departments ensuring collaboration and alignment of goals for a variety of organization initiatives and special projects. This person plays a key role in board relations, ensuring strong nonprofit governance, helping to prepare for board and committee meetings, and cultivating strong relationships with board members. Working alongside the President and CEO, the Chief of Staff implements and supports enterprise-wide initiatives and projects.

### **Essential Duties and Responsibilities**

#### *President and CEO Support*

- Serve as a trusted advisor to the *President and CEO*, providing valuable insights and recommendations on critical decisions and business matters.
- Develop and implement performance metrics to track progress and success, presenting regular reports to the *President and CEO* and other key staff.
- Manage the *President and CEO's* calendar, prioritize engagements, and prepare briefing materials for meetings and events.
- Partner with senior leadership to capture and articulate goals, objectives, tactics, metrics, feasible timelines, and ensure the team is aware of all working components as it relates to any special or major projects or initiatives.
- As an extension of senior leadership, liaison to departments to ensure collaboration and a solution driven approach across the organization to align with strategic goals and best practices of the organization.
- Provide management assistance to strategic and process improvement initiatives, project planning, or unique opportunities.

- Monitor and manage the *President and CEO's* email inbox, prioritizing and responding to messages as appropriate.
- Draft, proofread, and send emails on behalf of the *President and CEO*.
- Organize and archive email correspondence for easy retrieval.
- Reviews and processes correspondence; channels inquiries; drafts correspondence for the President's signature.

### *Executive and Leadership Support*

- Coordinates, orchestrates, and synchronizes special projects or commitments directly involving the *President and CEO*; research and compiles information and prepares presentations as required; and,
- Responsible for the organization's operating cadence; including facilitation and coordination of Executive Leadership Team, Senior Leadership Team, and all staff meetings
- Performs research, reports and analysis on strategic topics impacting *President and CEO* and executive leadership team
- Staff the leadership meeting and facilitates cross-team coordination of projects and assignments
- Provide management for on and off-site meetings, including tech support, supplies, food, and beverage, etc.
- Organize and manage staff and leadership retreats.
- Plan and execute special staff events.

### *Board Relations*

- Support the *President and CEO* in preparing materials and presentations for board meetings, ensuring accuracy and clarity.
- Coordinate board and board committee meetings, including logistics, agenda setting, and minute-taking, to facilitate efficient governance.
- Cultivate strong relationships with board members, addressing inquiries and providing necessary information promptly.
- Assist in the onboarding of new board members, ensuring they are well-informed
- Collaborate with the *President and CEO* to implement board-approved strategies and initiatives, monitoring progress and reporting to the board as required.
- Support leadership in the on-going review of board membership, responsibilities, and structure, supporting engagement and accountability of board members.
- Stay updated on corporate governance practices and regulatory requirements to ensure compliance and best practices in board governance and the nonprofit industry.

- Oversees arrangement of Board committee and Board of Directors meetings, special meetings/events, workshops, and retreats requested by the *President and CEO* and/or Board Chair; ensures meeting objectives are realistic, preparation is appropriate.
- Responsible for oversight of budgeting for the *President and CEO*. Resolves any discrepancies within the division's responsibility for missing data or information. Maintains budget versus expenditures monthly and reports the status to the *President and CEO*.

#### *Government & Advocacy*

- Monitor local legislation and agendas for germane topics including those directly involving Habitat
- Monitor state and federal legislation and policy issues; create briefings and summary recommendations for *President and CEO*, Executive Leadership Team, and Board
- Assist with government relations by maintaining a database of public stakeholders and tracking engagement.

#### *Office Management*

- Order and maintain office and kitchen supplies

#### Other Duties as Assigned

#### **Job Requirements:**

- Detail oriented, with solid organization and multi-tasking skills.
- Strong work ethic, self-starter, and ability to work independently with minimal guidance.
- Has high EQ and demonstrates tact, confidentiality and displays discretion
- Ability to effectively prepare reports, graphs, and communications for management review.
- Ability to work effectively in a team environment and collaborate with common goals and objectives.
- Advanced proficiency with MS Office, including Excel, Word, and PowerPoint.
- Nonprofit experience helpful, but not required.
- Ability to work a flexible schedule including some weekends and evenings as required.
- A mix of education and experience that demonstrates requisite proficiency.

EQUAL EMPLOYMENT OPPORTUNITY

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.