

**Position Title:** Chief of Staff **Category/FLSA Status:** Full-time, Exempt **Supervisor: Executive Director**

**Supervises: NA**

# Position Summary:

# The Chief of Staff is mission-driven with a deep commitment to advancing unique educational opportunities for girls. This role serves as a critical project manager and right hand to the Executive Director (ED) and the President, prioritizing organizational initiatives that empower young women. This role balances strategic vision with operational excellence, enabling executive leadership to focus on external relations, fundraising, and vision-setting. This position is responsible for coordinating cross-departmental initiatives, tracking organization-wide performance metrics, coordinating board relations and administration, and ensuring consistent communication and collaboration across all levels of the organization.

# Primary Responsibilities and Duties:

**Executive Office & Strategic Support**

* Serve as the primary point of contact for operational, strategic, and administrative matters for the Executive Director and President.
* Provide communications support: summarizing important emails and identifying responses needed, drafting meeting talking points, and handling meeting prep and follow-up.
* Anticipate needs, manage schedules, and track commitments, ensuring timely follow-up on priorities and action items, enabling them to strategically align their time with organizational priorities.
* Prepare high-quality briefing materials, reports, presentations, and communications for internal and external engagements with a high degree of creativity and efficiency.
* Act as a proxy in meetings when needed, ensuring alignment with leadership vision and priorities.
* Translate strategic plans into annual objectives, departmental work plans, and measurable outcomes.
* Monitor progress toward strategic goals, identify risks and bottlenecks, and facilitate solutions.
* Serve as a representative of the offices of the President and Executive Director.

**Board, Finance and Advancement Support**

* Serve as the primary staff liaison to the Board of Directors.
* Prepare agendas, materials, reports, and minutes for board meetings, committee meetings, and task force meetings.
* Track follow-through on taskforce initiatives and board decisions and maintain governance compliance.
* Support Executive leadership in board member recruitment and onboarding.
* Facilitate effective communication and coordination on projects and initiatives between the Executive Director, President, and senior leadership team.
* Lead and manage cross-functional initiatives that advance mission impact.
* Prepare and organize leadership meetings, retreats, including developing materials and following up on objectives post meetings.
* Support the leaders of the finance and advancement teams with key projects and initiatives.
* Prepare President, Executive Director, and Vice President of Advancement for meetings and touchpoints with assigned portfolios and community leaders.
* Manage calendars and travel of President, ED and senior leaders as needed.
* Partner with Development, Finance and Program teams to track and report organizational performance metrics.
* Support efforts to sustain a positive, mission-driven organizational culture.
* Ensure timely submission of required reports to GI headquarters, donors, and regulatory agencies.
* Use data and analytics to inform decisions and adjust strategies.

**Qualifications**

* Bachelor’s degree required; Master’s degree in nonprofit management, public administration, business, or related field strongly preferred.
* 7–10 years of progressively responsible leadership experience, including at least 3 years in nonprofit operations or executive management.
* Demonstrated knowledge of nonprofit governance, compliance requirements, and board relations.
* Proven success leading high-impact, cross-functional initiatives and managing complex projects.
* Strong strategic thinking and analytical skills, with the ability to make data-driven decisions.
* Outstanding written and verbal communication skills, capable of conveying complex information clearly and persuasively.
* Strong project management and problem-solving abilities with a track record of driving results.
* Skilled in data analysis, synthesizing insights, and providing actionable recommendations to inform leadership decisions.
* Proven experience in budget development, expenditure control and performance analysis.
* Exceptional leadership skills with the ability to inspire, motivate, and guide teams toward shared goals.
* Ability to thrive in a fast-paced, ambiguous environment while adapting to changing priorities.
* High degree of professionalism, discretion, and emotional intelligence, with the ability to build trust across stakeholders.
* Proficiency with Microsoft Office Suite, project management tools, and CRM/fundraising software.

**Compensation and Benefits**

Salary is based on years of experience, degree of education, and level of expertise. A competitive benefits package is also offered.

# Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands to finger, handle, or feel; reach with hands and arms; stoop or bend; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Work is performed in an office or classroom setting. This person may be required to travel to various locations throughout Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

# Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

# Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.