Position Posting – Chief of Staff

Family Futures, a nonprofit organization in Grand Rapids, striving to shape a community in which all children are supported to reach their full potential currently has the following Salaried, Full-Time Exempt Position available: Chief of Staff.

Position Summary:
The chief of staff serves as a deputy to the executive director and plays a critical role in shaping and implementing the organization’s strategy, including oversight of program, operations, and development. The role requires significant independence, analytical skills, strong relationship building abilities, ample people and project management experience, flexibility, agility, and discretion.

Primary Position Responsibilities:

Executive Partnership
1. Work closely with Executive Director to ensure that organizational initiatives and activities are in line with strategy and brand.
2. Work with and support the Executive Director, Staff and Consultants to develop and implement strategies around communications, marketing and partnerships.
3. Represent Executive Director's perspectives and priorities across key organizational initiatives.
4. Advise Executive Director.

Staff Oversight
1. Oversee staff teams.
2. Oversee day to day office operations.
3. Provide leadership for efforts to build staff capacity that reflects the desired culture of the organization.

Project Management
1. Lead and facilitate special / strategic projects.
2. Manage top priority initiatives.
3. Diagnose and troubleshoot key organizational challenges as needed.
4. Identify potential projects across the organization and create project teams and / or task forces to further explore the projects.

Required Education, Training & Experience:
- Minimum Education/experience: Bachelors required, Masters preferred
- Proven as highly adaptable and comfortable with ambiguity
- Proven excellence in project management including preparation of reports and analysis.
- Proven ability to develop relationships both internally with co-workers and externally with community members and partner agencies.
- Strong problem-solving skills, ability to work independently and to organize and prioritize work.
- Excellent written and oral communication skills.
- Demonstrated ability to collaborate with others.
- Previous experience creating presentations and speaking in front of others.
- Ability to think critically and creatively to problem solve.
- Valid Michigan driver’s license. Valid Michigan driver’s license, reliable personal vehicle and minimum Michigan’s required auto insurance.
• Ability to lift up to 25 lbs. as needed to complete required tasks

**Technical Competencies:** Proficient with all office equipment including: copier, personal computer, and printers (required)
  • Microsoft office suite (required)
  • Bloomerang software (preferred)

Interested candidates should submit their resume with a cover letter sharing what appeals to them about the mission of Family Futures to sarah@benefitrp.com.