

Chief of Staff

Girls for Gender Equity

The Details

Location: Hybrid role based in Brooklyn, NY
Start Date: October 2022
Salary Range: \$120,000 - \$135,000 + Benefits
Reports To: Chief Executive Officer (CEO)

The Opportunity

As Girls for Gender Equity (GGE) closes out its 20th year and moves toward growth and significant strategic initiatives, the need to develop creative and effective ways to improve functioning, procedures, protocols and planning is critical. The Chief of Staff, as an experienced and effective leader, will multiply the effectiveness of the Chief Executive Officer in setting org-wide priorities. They will align the senior leadership team in planning and implementation and engage with employees at every level to provide a communication flow and achieve the organization’s mission of ensuring a world where cis and trans girls of color and gender nonconforming/non-binary youth of color are free.

Your Day-to-Day

50% - Executive Thought Partnership

The COS will help the CEO maximize their time by focusing on those areas where they add the most value. As COS, you will ensure information flows appropriately and timely into and out of the CEO’s office and proactively research and share information to prep the CEO ahead of each engagement. The COS will work with the leadership team, including the Chief Operating Officer, Chief Program Officer, and Sr. Directors, ahead of meetings to ensure all necessary pre-work has been completed and the appropriate data is available to create a positive, engaged discussion. The COS will plan with the CEO, providing thought partnership and supporting projects to drive our organization forward. You will work closely with the COO to improve current operational processes, support the CPO in setting and monitoring KPIs and act as an advisor to the Executive Team to assist with the facilitation of effective decision-making driving the organization’s growth.

25% - Team Management & Leadership

You will manage and develop a high-functioning administrative team within the CEO’s office, including the Executive Liaison and additional staff, leading with inclusivity, intentionality, and trust. The Chief of Staff will liaise with external stakeholders, representing the organization at meetings, conferences and other events and representing the CEO when needed. In this capacity as a leader, you will cultivate trusting relationships with all stakeholders to inspire and motivate them to execute priorities and actions that will deliver results aligned with our mission.

25% - Strategic Planning

To support the management of GGE’s growth, capacity, and resources, you will serve as a liaison between staff and senior leadership to move the planning process forward. Key priorities include program impact, project management, evaluation, report writing, employee engagement, and well-being. You must think broadly and strategically about our



work, streamlining processes, implementing shared learning experiences, easing communication that unites our team and tracks our process.

The Skills You'll Need

Success in the Chief of Staff role will require a deep commitment to anti-racist, feminist/womanist/queer, and youth development work. You must believe in GGE's core values, the ideals of emotionally intelligent leadership, and have a desire to cultivate relationships across the organization and with external stakeholders. The ideal candidate will also bring the following skills, attributes and experiences:

- Experience in a senior leadership position within nonprofit organizations, philanthropic foundations, and/or government agencies
- An individual with a high amount of emotional intelligence
- Desire and ability to lead a small team, supporting their continued learning and development
- Direct experience and cultural competence working within/with organizations supporting the advancement of cis and trans girls and women of color and LGBTQI youth in a social justice context
- Direct experience collaborating with nonprofit boards and ad hoc committees
- Experience creating and implementing org-wide strategy and managing multiple projects from ideation to implementation
- Expertise in internal communications, decision making, program management, initiative implementation and strong report writing and documentation of key outputs.

The People

In this role you will report to the Chief Executive Officer and manage two direct reports. The Chief of Staff also collaborates frequently with the Executive Team, Board of Directors, programs, and operations teams.

The Organization

Girls for Gender Equity (GGE) is an intergenerational advocacy organization committed to the physical, psychological, social, and economic development of cisgender (cis) and transgender (trans) girls and women of color and gender non-conforming/non-binary (GNCNB) youth of color. GGE challenges structural forces -- racism, sexism, transphobia, homophobia, economic inequality -- that work to constrict the freedom, full expression, and rights of trans and cis girls and young women of color, and GNCNB youth of color.

GGE's work is grounded in intersectional Black feminism, positive youth development, strengths-based, eco-systemic social work practice and popular education theory. Our theory of change articulates our efforts to cultivate a culture and environment in which cis and trans girls of color and GNCNB youth of color are equitably supported to live free, self-determined lives; eradicate institutionalized barriers to gender equity; and dismantle all systems of oppression. We ultimately believe in and work toward world where cis and trans girls of color and gender non-conforming/non-binary youth of color are free.

The Next Steps

If interested in this role, please visit Girls for Gender Equity's [Join The Team](#) website and apply via JazzHR. Applications will be reviewed on a rolling basis, with preferred state date of September 2022.

GGE is an Equal Opportunity Employer. GGE provides equal employment opportunities to all employees, job applicants, interns, and volunteers without regard to race, color, religion, creed, political association, ancestry, sex, sexual orientation, gender identity or expression, marital or partnership status, national origin, immigration or citizenship status, age, military or veteran status, pregnancy,

caregiver status, handicap or disability, genetic information or characteristic, unemployment status, arrest or conviction record, credit history, status as a victim or survivor of domestic violence, sex offenses, or stalking, or status in any group protected by federal, state, or local law in accordance with applicable law.