

Chief of Staff Job Description

Job Title: Chief of Staff to the CEO

Reports to: Chief Executive Officer

Role summary: We're looking for a Chief of Staff to multiply our CEO's capacity and help our leadership team execute on what matters most. You'll turn priorities into action, prepare decisions, and own strategic projects that cross teams. This is a high-trust role for someone who thinks like an executive, writes clearly, and finds satisfaction in making others more effective.

Responsibilities Translate annual and quarterly goals into tracked priorities and report progress Prepare leadership meetings, including agendas, pre-reads and follow-up on every action item Prepare decisions by researching options and trade-offs, and recommend a course of action Produce board materials and investor updates by synthesizing input across the company Lead cross-functional projects that have no natural owner Cascade the CEO's direction through written updates Filter what reaches the CEO, resolving or redirecting what doesn't need them Act as a trusted thought partner on strategy, organization and people

Qualifications 7+ years in consulting, operations, finance or senior executive support Exceptional written and verbal communication Proven ability to influence senior leaders without direct authority Sound judgment and complete discretion Experience working directly with a CEO preferred

Success metrics 90 days: Owns leadership meeting prep end to end. Priority tracker is live. CEO reports measurable time back each week. At least one special project is completed or taken over.

12 months: Most quarterly priorities land on time. Fewer escalations reach the CEO. Board materials need minimal CEO effort. The CEO spends most of the week on their Most Impactful Contribution™.