



Overview

vChief is searching for independent consultants interested in providing chief of staff services to our clients. This work is largely part-time for each client, between 5 – 20 hours per week, typically on a long-term basis. Our clients are incredibly varied, from CEOs & COOs, to small business owners, to nonprofit executive directors, to entrepreneurs, to leaders in government and academia. Their needs are equally varied, so no two chiefs of staff have the exact same set of responsibilities. The one common theme is that our Chiefs of Staff act as key thought partners—a leader's "right hand"—and are perpetually seeking ways to leverage their client's time so they can be the best leader possible.

Our organization

vChief is focused on connecting leaders with chiefs of staff. We recruit, select and vet professionals with experience in strategy, operations, communications, and project management, many of whom have been in chief of staff roles previously. To ensure a consistent approach across all clients, we provide our chiefs of staff a set of best practices around completing a needs-assessment, setting priorities with clients, communicating effectively on their behalf, project management and more. Leaders will opt into a monthly level of service to meet their needs, which will be provided by one of our contracted chiefs of staff.

Responsibilities

- Complete a comprehensive needs assessment with new clients to identify their unique needs and challenges, and create a plan to address them
- Help client identify priorities, strategically align his/her time with those, and revisit them regularly to assess progress
- Act as a key thought partner; brainstorming & identifying solutions to challenges
- Provide communications support: drafting emails, reports, memos, presentations, internal and external communications, and/or social media posts
- Support clients with any of the following areas: strategic planning; project management; meeting preparation & follow up; action planning; team management; finance; and human resources

Ideal candidate

Education & Prior Experience:

- Minimum of 8 - 15+ years of professional experience
- Bachelor's degree required; MBA, MPA, or other professional degree preferred
- Experience in management, strategy, operations, and/or project management roles; previous chief of staff experience highly desirable
- Strong history of promotions and progression in roles with demonstrable results

Knowledge, skills & mindsets:

- You are a jack-of-all-trades, with experience in wide-ranging areas, and an eagerness to learn new skills
- You are a strategic thinker, data-driven and analytical in your approach. You are great at identifying solutions to problems
- You are a stellar communicator in all forms. You can easily learn to communicate in someone else's "written voice"
- You excel at building relationships and networks, and influencing others, particularly those you don't directly manage, to achieve outcomes. You bring people together and resolve conflicts with ease
- You love to coach others and help them grow. You are all about team & collaboration. You radiate positivity and a can-do attitude, and people love working with you
- You thrive on systems and process, and you love creating order out of chaos. Check-lists are your best friend
- You're obsessed with productivity, managing your time and others' so that no moment is wasted
- You can whip up a complicated model in Excel or a PowerPoint presentation in no time
- You are experienced and comfortable working in a fast-paced, virtual environment. You are flexible and available as needed by your client, including in off-hours
- You know it is "not about you." You are happy behind stage, supporting the person in the spotlight. You thrive on helping others be their best selves and anticipating their needs before they are spoken
- You are deeply loyal and a steel-trap with confidential information
- You personally exemplify vChief's core values: excellence, integrity, and servant leadership

Compensation

Compensation for this role is on a contract basis based on the level of support requested by the client and is highly competitive.

Contractors are required to have an LLC and carry liability insurance.

Anti-discrimination policy and commitment to diversity

vChief seeks individuals of all ethnic and racial backgrounds to apply for this position; we are committed to maximizing the diversity of our organization. This job description reflects vChief's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign reassign or eliminate duties and responsibilities to this role at any time.