

We are Good+Foundation.

POSITION SUMMARY

Good+Foundation is a leading national non-profit that works to dismantle multi-generational poverty by pairing tangible goods with innovative services for low-income fathers, mothers, and caregivers, creating an upward trajectory for the whole family. The organization partners intensively with a vetted network of social service programs to pair goods – such as cribs, car seats, and diapers – with counseling, employment assistance, co-parenting classes, and more. With operations in New York City and Los Angeles, Good+Foundation has provided more than \$95 million in essential goods since 2001. In recent years, Good+Foundation has added microgrants to its in-kind donation model, providing nearly \$900,000 in cash assistance to date. In 2022, 91 percent of revenue went directly to Good+ programs.

Good+Foundation is seeking a full-time Chief of Staff to meet the evolving and expanding needs of our organization. This new position will report directly to the President & CEO, with a dotted line to the Chief Programs & Operations Officer (COO/CPO). The CoS will serve as a trusted adviser and thought partner to the CEO and COO/CPO, building strong relationships with team members across the organization and external constituents, including the Board, and will plan and execute operational strategies to ensure that the organization has systems and structures in place to support the completion of key organizational objectives and priorities.

PRIMARY RESPONSIBILITIES

- Work with the CEO and COO/CPO to craft, plan and execute an efficient operations strategy required to sustain the organization's continued growth.
- Work across G+ to create and transform existing policies and procedures, systems, and operating models. This entails working with colleagues across practice areas/teams to improve the Good+Foundation's operational infrastructure
- Lead annual strategic planning process for the company by acting as a project manager and ensuring alignment with the CEO, COO/CPO, as well as budget and revenue goals of VP of Finance and VP of Development.
- Work as liaison between Directors and CEO and COO/CPO, regarding project planning, resources, and updates.
- Coordinate agendas for CEO approval before leadership team and board meetings.
- Organize board lunches, committee meetings, and retreats.
- Help determine key performance indicators and update dashboards and topline as needed. Research, perform benchmarking, analyze data, and make recommendations.
- Oversee large, often cross-functional, organization-wide projects or initiatives; bring together important stakeholders and help drive decisions.

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- Help the CEO build and maintain relationships with key external stakeholders including board members, principal donors, and elected officials.
- At present, this position does not have any staff members reporting into it.
- Other special project assignments as needed.

PREFERRED QUALIFICATIONS

- 5+ years experience in a business or executive management role at a non profit organization
- Strong written and verbal communication skills, capable of adapting styles to different audiences
- Demonstrated experience organizing and directing multiple teams and departments with a deep commitment to collaboration
- Proven ability to manage multiple projects from development to successful execution
- Strong understanding of building, implementing, and tracking success metrics
- Must haves: Proficiency in Salesforce, experience with budget management, data analysis, and leading strategic initiatives.
- Ability to work in a fast-paced environment dedicated to efficient productivity.
- Bachelor's degree required; Master's preferred
- Experience across operational areas preferred
- Demonstrated track record of creating operational infrastructure and making significant operational change
- Excellent analytical, organization, project management, and problem-solving skills
- Demonstrated commitment to Good+Foundation's mission

Salary: \$110,000-\$120,000, with a benefits package that includes fully covered health insurance, a 403(b) retirement plan with a 3% match after two years of employment, FSA and child care spending accounts, 14 paid holidays, 3 weeks of paid personal and vacation time, and six paid sick days.

Location: This is a hybrid position - the Chief of Staff will be onsite 3 days a week at our NY office, located in Manhattan's Garment District.

To apply: Please send a resume and cover letter to zoe@goodplusfoundation.org. Please write "Chief of Staff Applicant" in the subject line. If you apply through LinkedIn Easy Apply or Indeed, please also include a cover letter with your application in order for the application to be considered.