



Job Title: Chief of Staff
Reports to: Chief Executive Officer
Location: Brooklyn, NY
Status: Full-time
FLSA Status (OT eligibility): Exempt

ABOUT GGE

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 expansive 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 began in response to community needs for girls of color to have safe and equitable fitness and leadership development programming. The rape of an 8-year-old Black girl on her way to school in Bedford-Stuyvesant, Brooklyn led GGE to become a nonprofit organization in 2002, addressing the root causes of gender-based violence and promoting gender equity, human and civil rights for young people of color. GGE is continuing to expand as the needs of our constituents and our base of supporters grow.

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 a world where cis and trans girls of color and gender nonconforming/non-binary youth of color are free.

POSITION

GGE is seeking a full-time **Chief of Staff** to join our team. This is a remarkable position for an effective and experienced leader in social justice organizations with a focus and commitment to anti-racist, feminist/womanist/queer and/or youth development work. The Chief of Staff will work with the executive team including the Chief Operating Officer, Chief Program Officer and Chief Executive Officer to set strategic priorities for the organization as a whole. The COS will work closely with the Chief Executive Officer and serve as liaison between staff, executives, senior leaders, and CEO, regarding company climate, employee well-being, project updates, proposals, and planning to achieve the organization's mission. This multi-talented professional will encapsulate the direction that drives teams forward, while also acting as the glue to ease communications and unite people. This position will support the management of the organization's growth, capacity, and resources. Our ideal candidate is someone who can think broadly and strategically about our work and excels at streamlining processes, eases communication and unites the team.

Key responsibilities include:

- Develop a deep knowledge of the organization's culture, structure, current and past work, strengths and challenges, and use this information to develop creative and effective ways to improve functioning, procedures, protocols, and planning.
- Review, design, and execute on improvements to org structure, find knowledge and skills gaps and help address them.
- Lead annual strategic planning process for the organization by acting as a project manager and ensuring alignment with the CEO and executive leadership team.
- Work with COO to improve current processes and coordinate organizational procedures for optimized efficiency and productivity.



- Work with CPO to determine and monitor key performance indicators and update dashboards as needed.
- Coordinate the execution of strategic initiatives, including internal communication and change management.
- Act as an advisor and thought-partner to the Executive Team to assist with facilitation of effective decision-making regarding the organization's growth and innovation.
- Ensure the CEO's involvement in key decision-making processes.
- Liaise effectively with the Board of Directors and other external stakeholders, including planning meetings and managing ongoing requests.
- Support organizations fiduciary oversight and annual budget.
- Manage other members and support roles of the office of the CEO including Executive Liaison, special projects managers, etc.
- Represent the organization at meetings, conferences, and similar events.

EXPERIENCE, SKILLS & QUALITIES

Knowledge and Experience

- At least 7 years in a senior management position in nonprofit organizations, philanthropic foundations, and/or government agencies.
- Master's Degree in Business Administration or similar field; Bachelor's degree or equivalent work experience preferred.
- Supervision experience; experience mentoring staff and supporting professional and leadership 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.
- Assist and communicate with executives in decision-making, program management, and initiative implementation.

Skills

- Excellent communicator in written and verbal form;
- Strategic and collaborative leadership with impeccable attention to detail, systems, and processes;
- Demonstrated experience with complex project management and organizational development
- Flexible, able to shift priorities and maintain sense of perspective;
- Experience planning and leading strategic initiatives;
- Proven experience organizing and directing multiple teams and departments;
- Proven track record of effectively interacting with senior management;
- Experience with data analysis
- Experience with budget management
- Leads with content expertise

Qualities

- Committed to advancing GGE's mission and work;
- Highly organized, self-motivated, independent worker who can prioritize tasks and manage multiple projects at once;
- Creative problem-solver who anticipates challenges and seizes opportunities for collaboration;
- Empathetic, emotionally intelligent, and a great listener; and
- Initiative-taker with a strong work ethic and efficient, results-oriented approach.
- This role will be a hybrid remote/in-office position.



Compensation and Benefits: Compensation range is \$105,000 - \$120,000 and commensurate with experience. Benefits include full health care benefits, paid vacation commensurate with years of service, and 401k plan with employer match after one year of service.

Limitations and Disclaimer: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

For further details about GGE's mission, vision, and work, please visit <http://www.ggenyc.org>, and @ggenyc on Twitter and Instagram

How to Apply:

All applications will be received via email. No phone calls or snail mail, please.

All applications must include (in PDF format):

- o Resume
- o Thoughtful cover letter (including how you became aware of this opportunity: job portal, referral, etc.)

E-mail applications to: JoinTheTeam@ggenyc.org Subject Line: Chief of Staff/YOUR NAME

Applications accepted and reviewed on a rolling basis. Start date January 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.