

Chief of Staff

Girls for Gender Equity

The Details

Location: Hybrid role based in Brooklyn, NY
Start Date: February 2022
Salary Range: \$100,000 - \$120,000 + Benefits
Reports To: Chief Executive Officer (CEO)

The Opportunity

As Girls for Gender Equity (GGE) approaches its 20th year and moves toward growth and larger 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 support the Executive Team in setting org-wide priorities and strategy to 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

As COS, you will work with the executive team including the Chief Operating Officer, Chief Program Officer, and Chief Executive Officer, providing thought partnership and supporting projects that will drive our teams 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 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 office of the CEO including the Executive Liaison and Special Projects Manager, leading with inclusivity, intentionality, and trust. The Chief of Staff will liaise with the Board of Directors and other external stakeholders, representing the organization at meetings, conferences and other events. In this capacity as a leader, you will cultivate trusting relationships with all stakeholders to inspire and motivate them to execute on priorities and actions that will deliver results aligned with our mission.

25% - Strategic Planning

A critical aspect of your role will be to support the management of GGE’s growth, capacity and resources through strategic planning. As Chief of Staff, you will work closely with the CEO and serve as a liaison between staff, executive and senior leadership, and the CEO. Key priorities will include company climate, employee engagement and wellbeing, project management, and planning. You must think broadly and strategically about our work, streamlining processes, implementing shared learning experiences, and easing communication that unites our team.



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
- 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, and initiative implementation

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, program, 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

This search is being led by Candice Durham and Emelyn Guevara of [Imagine Consulting](#). We are a talent and recruitment firm specializing in placing high-impact people in high-impact roles. Interested candidates should click the link below to apply. If you have questions or need support completing the application, please reach out to our team at careers@imagineimpactllc.com.