



## Communities for Just Schools Fund | (a project of New Venture Fund)

### Job Posting: Chief of Staff

Location: Virtual & Remote with limited travel  
Reports to: Executive Director  
Status: Exempt (*not eligible for overtime*) This position may require 40+ hours per week which entitles the employee to be eligible for medical, dental, vision, retirement, and vacation benefits; as well as standard life, disability, and AD&D insurance from New Venture Fund and others offered within the CJSF culture.

### ABOUT CJSF

Communities for Just Schools Fund (CJSF) is a national collaborative that links philanthropy with the power of grassroots organizing to transform schools. CJSF's partner network includes 80 organizations across 22 states, the District of Columbia, Puerto Rico, and Ontario, Canada. CJSF has a current budget of over \$8.5M and is supported by a donor table of approximately 17 foundations and philanthropic donors. Through a combination of long-term multi-year grants, capacity building and technical assistance, convening, and liberatory education, CJSF aims to support grassroots organizing groups of parents, students, educators, policy makers, narrative producers, arts and cultural organizers, healers and community members coming together to learn about and address specific challenges and build momentum for the transformation of the public education and education in community. Our partners' education-specific work includes organizing around dismantling the school-to-prison pipeline, ensuring police-free schools, investing in culturally affirming social-emotional learning and mental health supports, liberatory curricula and pedagogy, restorative and transformative justice, parent partnerships, meaningful youth engagement, participatory budgeting, and much more.

CJSF's long-term, sustained support of its local and national level community organizing and policy partners ensures that the education justice movement has the resources and support necessary to build long-term change grounded in abolitionist principles, liberatory education, organizer and community leadership, and removing structural and systemic inequality. Building on a 7-year track-record, CJSF has: 1) Moved more than \$26 million in core support to partners in the field of education justice since 2016; 2) Encouraged funders to become more equitable and relational in their philanthropic practices; 3) Curated a rich suite of learning opportunities for donors, members, and other stakeholders; 4) Served as a vocal advocate for education justice through federal policy work, as well as through media outlets; 5) Invested in crucial base-building and power-building efforts; and 6) Catalyzed powerful policy wins.

Led by a woman of color and with a dedicated growing team of 6 staffers who work virtually across the country, CJSF is poised to hire a Chief of Staff with exceptional mid to senior level

operations, human resources, management and system, and team building and wellness skills. This position is the coordination and glue between all of our programmatic and operational lanes, and is responsible for ensuring staff has the systems and processes that enable them to thrive, stay in coordination and alignment, and be efficient and impactful.

## ABOUT NEW VENTURE FUND

CJSF is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new & innovative public-interest projects & grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, & all other classifications protected by law in the locality and/or state in which you work.

## POSITION SUMMARY

Communities for Just Schools Fund is seeking a highly skilled Chief of Staff to work closely with the Executive Director and the senior leadership team to design and manage key organizational systems, processes and operations. The Chief of Staff ensures the effective internal coordination of organization-wide initiatives to support a balanced, sustainable, effective, and high impact team. They are responsible for ensuring that organization-wide processes and systems are clear and effective, and that staff have the support they need to effectively participate in them.

The Chief of Staff will build and steward core internal systems such as operations, financial management and budgeting, event planning, communications and technology, and ensure building out of core internal financial, administrative, and operational processes and systems. This role reports to and supports the initiatives and responsibilities of the Executive Director, including strategic projects and administrative functions, while also addressing the general needs of the staff. The ideal candidate will have proven success in a nonprofit operations or business management role, with a special focus on executive-level advising, strategic planning, culture building and interdepartmental collaboration. They must be skilled at managing multiple priorities and deadlines in a dynamic environment, be able to design and implement operational systems, manage up and across in real time, exercise discretion and exhibit high emotional maturity. A masterful project manager with a keen ability to see a gap, proactively address it, and ensure seamless implementation, the Chief of Staff will be the primary support to the Executive Director in her engagement with donors, field leaders, movement partners, and staff.

## Responsibilities

- *Strategic Initiatives:* Support the Executive Director with core senior level strategic initiatives on key projects that involve staff, advisory board, movement partners and donors. This includes helping co-steward the strategic planning process, exploration on

various governance, nonprofit status and independence, philanthropic and intermediary partnerships and more.

- Senior leadership support and management: Support the Executive Director to steward senior level bodies like the senior leadership staff team, the advisory/governance board, the donor member table, and others.
- *Organizational Health*: Support the wellness and development of staff in alignment with our goals. Ensure the building out of a healing justice framework internally for staff and a vision for our work in the field. Support healthy team culture and development activities grounded in our values. Plan staff retreats, practices and projects that enhance communication, connection, support conflict resolution, increase accountability, and create a thriving and growing staff.
- *Management Support*: Provide balanced thought partnership and administrative support to the Executive Director for essential internal leadership activities (human resources, budget and finance management, and organizational planning)
- *Relationship Stewarding*: Serve as the primary contact for staff and external individuals seeking information from the Director, prioritize and direct these requests to the appropriate staff leads, and ensure responsive communication is consistently timely and accurate.
- *Internal Communications*: Ensure well-ordered day-to-day processes and practices in a virtual work environment, identifying and eliminating operational bottlenecks for increased efficiency and responsiveness.
- *Calendar, Agenda Preparation and Notetaking*: Anticipate the logistical and informational needs of the Executive Director to ensure they are prepared for meetings, presentations, and events. Manage the calendar of the Executive Director and the overall staff calendar
- *Contracting*: Manage procurement and vendor relationships to meet all operational and programming needs
- *Financial Management and Budgeting*: Support oversight of financials including managing the program and general operations budgets, tracking donations from donors, budget actuals, analyzing spending, and organizing finance paperwork such as receipts and invoices. Manage consultants who provide financial or administrative operational support.
- *Data Management, Technology and Internal Systems*: collaboration with program staff, collect and maintain program data in Excel and other databases tracking donors, grantee partners, and other key stakeholders. Manage information technology resources with an eye towards digital and physical security, including maintaining the inventory of the office.
- *Operations Steward*: Serve as liaison to staff and our fiscal sponsor on matters related to human resources, payroll, compliance, organizational culture, employee well-being, internal communication, and general office operations
- *Event Coordination and Logistics*: Support the Executive Director in the main events across the organization including board meetings, staff meetings and retreats, staff trainings
- *Communications*: Assist with drafting, proofing, editing, and formatting documents and

internal and external communications

### **Qualification Requirements**

- Excellent oral and written communication
- Excellent project management skills with the ability to conceive, design and implement strategic projects at the level of management, research, and internal organizational development
- Strong skills around implementing values and visions into formalized processes and systems
- Background in healing justice or organizational and leadership wellness
- Excellent organizational and time management skills; ability to prioritize and juggle multiple tasks
- Ability to work independently with minimal supervision and good judgment
- Detail oriented with an aptitude for working with numbers
- Ability to work collaboratively with peers and staff at all levels
- Highly organized and able to create and maintain systems that facilitate office productivity
- Excellent judgment and discretion with confidential material
- Excellent ability to problem-solve
- Able to meet tight deadlines and otherwise perform under pressure, while maintaining a calm executive demeanor, high emotional intelligence, and optimistic attitude, and graceful office professionalism
- Spanish language proficiency welcome

### **Education & Experience:**

- Bachelor's Degree required, Masters preferred.
- At least 5 years of experience in nonprofit operations, administration, or human resources with prior management experience or support to a senior level leader
- Non-profit accounting software experience required, preferably QuickBooks
- Demonstrated mastery of Microsoft Word, PowerPoint, Outlook, and Excel, Constant Contact, and other database or CRM systems
- Knowledge of cloud-based document sharing and storage
- Experience working in or volunteering at a racial justice grassroots community organizing.

### **COMPENSATION AND BENEFITS**

The salary range for this position is \$120,000 - \$160,000 yearly, commensurate with experience, plus a competitive benefits package that includes health coverage, retirement benefits, paid sick leave, vacation and holidays, professional development support and more. We offer a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive up to 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually and be able to accrue up to 120 hours of vacation time per year.

Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

### **TO APPLY**

To apply, please email your cover letter, resume, a written work sample, and a list of references that includes their names, affiliation, description of relationship with you, phone number, and email address, in confidence to: [info@cjsfund.org](mailto:info@cjsfund.org) References will not be contacted until the final stage of the search and candidates will be given an opportunity to notify their references in advance. **Deadline for applications is September 5th, 2023.**

### **COVID-19 POLICY**

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).