St.Nicks Alliance
Where Opportunity Grows

Chief of Staff

Who we are:

St. Nicks Alliance, a North Brooklyn based community organization, seeks to transform lives of low- and moderate-income people through employment, education, housing, elder care, and social services. We do this by delivering impactful services with measurable outcomes to children, adults, and the elderly. As a civic anchor, we carry out this mission within the context of building a sustainable community for all people through the arts, environmental advocacy, and urban planning.
We are currently seeking a Chief of Staff for St Nicks Alliance to be based at our main office at 2 Kingsland Ave, Brooklyn.

What you'll do:

A Chief of Staff (CoS) serves as a strategic partner and right-hand to the executive director and chief operating officer, amplifying effectiveness and ensuring organizational alignment and strategic execution. This role acts as a trusted advisor to the executive director and involves managing key initiatives, with a focus on both external relations and internal operations. The Chief of Staff oversees organization-wide functions, including people and culture, technology and telecommunications systems, and direct fundraising. This position will help advance policy and transformational culture and support transformational leaders. The position reports directly to the executive director. Specific responsibilities include but are not limited to:

Serve as a Strategic Partner to the executive director and the chief operating officer,

<u>External Affairs</u>
Government and Community Liaison

- liaison to elected officials, board, community leaders, and partners
- collaborate with the senior leadership team to secure public expense, and capital funding

<u>Internal</u>
Policy

- work with directors and COO to support and advance organizational policy priorities

Fundraising

- lead production of key donor events
- supervise outside consultants and event planners
- support board fundraising committee

Human Resources

- provide oversight to the director of people and culture
- support staff development and training efforts especially in advancing transformational skills
- build a positive transformational organizational culture and inspire staff
- ensure all guidance documents are correct and accurate

Transformational Thought Leader

- work closely with the chief operating officer to coach and support organization leaders in transformational techniques and practices

Telecommunications

- oversee technology and telecommunications, including leading expanded use of technology, and supervising the telecommunications & tech manager and their team

Office Facilities

- oversee service centers & facility network. supervise the facilities manager and their team

What we are looking for:

- experience leading, supervising and flexibility to lead and support operations and teams
- deep understanding of transformational work and the ability to inspire staff to develop transformational skills
- solid writing skills and experience in preparing proposals and tracking approvals
- experience developing organizational policies working collaboratively with the executive director and senior managers for external purposes
- experience serving as a liaison with elected officials and promoting the organization and its policy positions
- knowledgeable in organizational culture development and coaching to support senior managers to team and individual high performance
- experience in providing oversight and review of staff conflicts/grievances to resolutions; able to become knowledgeable of labor laws, regulations, human resources practices and systems
- basic understanding of network & telecommunication infrastructure systems, equipment and other support services to help support staff and org. towards mission
- good understanding of facilities management and best practices to support delivery of services and receiving clients
- excellent communication and writing skills; superior interpersonal skills; strong people skills.
- highly organized; good problem-solving skills; and detail-oriented
- must be able to work in-person
- bachelor degree and masters degree a plus and 5+ years of experience in supervisory positions

What's in it for you:

- competitive benefits package (medical, dental, vision, 401K)
- 12 company paid holidays; paid vacation, sick, and personal time off
- learning & development opportunities and access to wellness programs

How to apply:

Candidates should email resume and a cover letter illustrating their success working in this field and salary request to ktaveras@stnicksalliance.org St. Nicks Alliance is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, religion, sex, gender identity, age, disability, alienage or citizenship status, ancestry, marital status, sexual orientation, veteran status, or any other status or characteristic protected by applicable federal, state or local laws.

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