Chief of Staff

Reporting To: Chief Executive Officer, Chief Operating Officer
Location: Remote, based anywhere in the contiguous United States, with availability during East Coast working hours

About Zioness: Zioness is a coalition of Jewish activists and allies who are unabashedly progressive and unapologetically Zionist. We are a grassroots organization with more than 30 chapters across the country, fighting for the advancement of social, racial, economic, environmental and gender justice in America. We are also committed to fighting for Zionism and the inclusion of Zionists in social justice spaces, because Zionism is itself a progressive value: the movement for liberation and national self-determination of the Jewish people in our indigenous homeland.

Role Description: Zioness seeks a dynamic, highly detail-oriented, solutions-driven self starter to serve as Chief of Staff. This individual will work directly with the CEO and senior leadership. This role is critical to ensuring that the organization operates efficiently, strategically, and with maximum impact. The Chief of Staff will oversee high-level project tracking, provide executive support to the CEO, ensure strong communication across teams, and support storytelling and impact reporting to board members, funders and stakeholders. The right candidate thrives in a fast-paced environment, has exceptional organizational skills, knows how to "manage up" and across lines of authority, and is motivated by helping teams succeed.

Key Responsibilities:

Executive Staffing & Strategic Support

- Serve as a trusted partner and thought partner to the CEO, ensuring they are fully prepared for meetings, speaking engagements, and key decision points
- Manage the CEO's priorities and schedule, proactively anticipating needs and flagging challenges or opportunities
- Provide logistical and strategic staffing for public appearances, travel, and donor meetings.
- Help design and facilitate regular team check-ins and all-staff meetings; ensure follow-up and accountability
- Be proactive and resourceful, always looking for ways to remove obstacles for the team and CEO, and being a self-starter and "figure it out" champion who understands the needs of a scrappy start-up nonprofit

Impact Tracking and Donor Reporting

- Develop clear, data-driven tools to track programmatic and advocacy impact, with comfort navigating complex CRM databases and an ability to track, manage and input data quickly
- Partner with senior leadership, board members and development staff to create compelling donor reports, grant updates, and impact summaries
- Identify opportunities for organizational growth and expansion based on outcomes and learning

Constituency Coordinator and Support

- Act as the logistical point of contact for consultants, constituency group facilitators,

and anyone interfacing with CEO
- Work alongside and manage constituency group consultants.
- Coordinate and schedule meetings, events, and communication among various constituency groups
- Ensure the availability and distribution of necessary materials, resources, and tools for each constituency group.
- Track and report on the progress and needs of each constituency group to ensure alignment with organizational goals and storytelling to donors and stakeholders

Event Planning and Execution
- Oversee the logistics of events, including workshops, training sessions, and community meetings for constituency groups.
- Coordinate venue bookings, catering, transportation, and other logistical details to ensure smooth event execution.
- Work with the Director of Community Engagement to facilitate the implementation of engagement strategies and initiatives.
- Ensure all events and activities align with Zioness' mission and strategic objectives

Administrative and Operational Management
- Develop and maintain efficient systems for tracking constituency activities, communications, and resources.
- Implement project management tools and practices to enhance operational efficiency.
- Provide Administrative Support:
- Assist in preparing reports, presentations, and documentation for internal and external stakeholders.
- Manage budgets, timelines, and deliverables for constituency-related projects and events.

Other Duties as Assigned:
- Fully support all efforts to execute the organization's strategic plan, as assigned.

Qualifications + Expectations:
- 3-5 years experience in project/program management and development
- Exceptional organizational skills and meticulous attention to detail
- Proven success managing up and sideways, with confidence navigating complex dynamics
- Experience leading in fast-paced, mission-driven environments.
- Strong project management skills, with the ability to prioritize competing demands and keep multiple workstreams moving
- Excellent written and verbal communication skills.
- Deep commitment to Zioness' mission, vision, and progressive values.
- Capable of producing results with minimal oversight, embracing a start-up mentality with a willingness to tackle diverse tasks and support team efforts
- Professional demeanor, capable of developing ideas and executing under pressure
- Proficiency in social media platforms, content creation and online tools to drive both online and offline engagement
- Strong interpersonal skills, good judgment, and discretion, with the ability to build rapport with diverse constituencies and handle sensitive information
- Ability to thrive in a fast-paced environment, with flexibility for non-traditional hours
- Commitment to embodying and representing Zioness' values at all times.
- Familiarity with systems like NGP VAN/EveryAction
- Willingness to travel regionally and nationally as needed to support organizational goals and engagement activities.

Compensation: This is a full-time, exempt position with a **salary range of $80,000-100,000**, commensurate with experience.

This role includes fully covered health insurance, including vision and dental, and offers the flexibility to work from home anywhere within the contiguous United States. Employees receive ten days of discretionary paid vacation and six paid sick days annually, along with paid time off for federal and Jewish holidays. The benefits package also includes paid family leave, access to a 403(b) retirement plan, and a $1,000 annual technology stipend.

Equal Opportunity Employer: We are an equal opportunity employer and are committed to cultivating a team that reflects the rich diversity of the population we serve. We do not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, gender identity or expression, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.