



POSITION DESCRIPTION: CHIEF OF STAFF

MyPath Overview

MyPath is a national non-profit headquartered in the Mission District of San Francisco and is focused on paving economic pathways for low-income youth. The MyPath model coaches youth on how to save money and build credit and provides training and technical assistance to our Partners in over 17 cities nationwide. Our results and best practices have been published by the Federal Reserve Bank of San Francisco, the Journal of Consumer Affairs, and the Consumer Financial Protection Bureau. To learn more about MyPath, visit us at MyPathUS.org. This is a fast-paced work environment where problem-solving, communication, focus, attention to detail and strong intellect are needed every day.

Chief of Staff Role Description

MyPath is currently seeking a Chief of Staff to play a key role in support of the Founder & CEO, Margaret Libby, as well as the extended MyPath leadership team to help drive the Organization's mission and results. A new position at MyPath, the COS will be a highly visible and valuable contributor to the daily running of the MyPath office interacting with staff, the Board of Directors, the Executive and Leadership teams, funders and other stakeholders. The ideal candidate will enjoy the challenge of a rapidly growing and evolving organization and have hands-on experience with non-profits, strategy, business development, and project management and should exhibit strong verbal and written communication skills as well as organizational agility to influence decisions and impact change.

Responsibilities:

- Assist the CEO with the management of key organizational relationships including, vendors, financial partners, funders, and partners
- Research prospective partners, advisors, track developments and report on new opportunities
- Oversee all related documentation for Board of Directors meetings and related Board development activities
- Manage agendas, prepare presentation materials, record meeting minutes and action items for cross-team staff meetings, and ensure all stakeholders are aware of next steps, action items and responsibilities
- Identify areas for continued process improvement and enhance efficiencies by generating innovative ideas and solutions and change management strategies
- Contribute to the development and implementation of best practices, project standards, and procedures
- Proactively provide support to the Executive Team on Dashboard and Key Performance Indicators
- Supervise and partner with Operations Assistant to manage internal office operations and office budgets and CEO travel and expenses, manage staff retreats, meetings, and team-building activities (inclusive of planning, communication, and execution)



Qualifications:

- At least 5 years of experience in a similar role (non-profit experience preferred)
- Bachelor's degree or equivalent work experience
- Strong problem solving and analytical skills
- Ability to multitask, prioritize, and work under pressure
- Organized and detail-oriented
- Self-starter
- Strong change management skills
- Excellent written and oral communication skills
- Strong interpersonal skills including negotiation and influence skills
- Ability to participate in cross-functional teams and interact with all levels of the organization
- Proficiency with technology including G- Suite(Calendar, Docs, Sheets, Slides, Shared Drive), Project Management software, knowledge of Salesforce is an advantage.
- Team player with proven ability to work with people from diverse backgrounds
- Commitment and connection to MyPath's mission and vision

Equal Opportunity

MyPath is an equal opportunity employer and we actively work to build a team that reflects the diversity of the communities and young people we serve. People of color, women, and LGBTQ candidates are strongly encouraged to apply.

How to Apply

Please send your resume and cover letter describing your interest and experience to jobs@mypathus.org with Chief of Staff in the subject line. Additionally, as writing on behalf of MyPath is a responsibility of this position, we would like to see 2-3 examples of your writing; these can be past press or media releases you authored for a previous employer, or brief presentations you created. What is most important is we see clear, concise, and professional communication. Applications are currently being accepted for review.