



CHIEF OF STAFF | PAVE Washington, DC JOB DESCRIPTION

About PAVE

PAVE connects, informs, and empowers parent leaders to give families in DC a voice and choice in the vision for education in our city. We see parents as partners and leaders with schools and policymakers to develop a diversity of safe, nurturing, and great schools for every child in every ward and community.

Founded in April 2016 with an all-parent governing board, PAVE is dedicated to creating an environment where the vision for education in DC is created *with* children and families, not for them. We aim to shift the dynamic so that communities and parents are partners in creating great schools.

At PAVE, we are a group of self-starters, driven by a shared passion for education and a shared belief in the power of parent voice. We approach our work with idealism, integrity, positive attitude, and a willingness to jump right into this critical work.

Learn more about us [here](#).

About the Chief of Staff role:

PAVE is hiring a chief of staff (COS) in Washington DC! Reporting to our executive director (ED), the COS is the senior advisor and right-hand teammate to the ED. The COS is vital in bringing PAVE's vision to life by leading and managing the PAVE team to drive all organization-wide operations, including strategic projects, events, marketing, communications, talent, and more. Additionally, the COS works closely with the ED on fundraising.

The COS is the operational head of the organization, allowing the ED to fully focus on growth and scale, which is critical given PAVE's exciting expansion in DC. This is an excellent opportunity for someone who is exceptional at building and leading teams, who excels at managing many competing priorities at once, and who is excited to work diligently to support this growing nonprofit doing meaningful work in DC.

Here's what you'll do as the Chief of Staff:

Lead all organization-wide operations, ensuring PAVE runs effectively and efficiently. As chief of staff, you will lead and manage work in each of the key areas below:

Strategic Projects: Drive key strategic projects in partnership with the executive director aimed at growth and scale of PAVE. Projects may change from year to year.

- Manage organization-wide annual planning and goal setting processes
- Support executive director on strategic planning
- Develop and lead on internal communications strategy and implementation
- Facilitate the leadership team meetings and priorities

- Conduct a systems analysis around org systems

Development: In close partnership with the executive director, ensure PAVE meets or exceeds its fundraising targets.

- Collaborate with the executive director to develop the annual fundraising plan; develop a robust annual fundraising calendar
- Provide board development support, including coordinating board meetings, committee calls, materials, etc. Work closely with ED and board chair to identify board needs and development and tools and processes.
- Manage all team members and contracts supporting fundraising efforts, including staff and consultants
- Lead on planning for all fundraising events, including the annual gala
- Manage key organizational funding relationships

Events & Site Operations: In collaboration with the Special Projects Coordinator, ensure the operational health of the organization is strong by leading all operations in a variety of areas including office management, IT, HR, finance, event coordination, and internal communications.

- Ensure PAVE spends at or less than planned expense target for the current fiscal year by leading on monthly financial reviews
- Drive all HR activities, which includes all staff hiring, payroll administration, benefits administration, creation and updating of employee handbook and policies, onboarding and offboarding, policy development, and employee relations
- Support Special Projects Coordinator to coordinate and manage 10+ events per month
- Lead Special Projects Coordinator to drive all day-to-day operations for PAVE

Marketing & Communications: Work collaboratively with the manager of communications to support all activities that expand PAVE's reach.

- Design and build a marketing and communications strategy at PAVE
- Lead on the coordination of all press and media opportunities
- Lead the manager of communications to drive all marketing and communications programming for PAVE, including online media, public engagement, and marketing

People & Culture: Work closely with the ED to build and sustain a people-focused organizational culture.

- Recruit, hire, lead, and manage the growing PAVE team to achieve their individual, team, and organizational goals.
- Project manage all hiring, onboarding, and offboarding
- Ensure a culture of professional development and investment in people by leading on annual goal-setting and performance management processes for the organization
- Lead on all team and culture building activities, including team meetings, retreats, etc.

Other duties as assigned.

Here are the strengths and skills you'll need to be successful as our COS:

- *Relationship Manager:* You're a people person who is warm and inviting, and you work collaboratively with a diverse group of stakeholders. You understand how to build meaningful relationships with internal team members and external partners in support of a mission. You have an ability to grow existing relationships successfully.
- *Communication:* You communicate clearly, candidly, and kindly always with positive intent. You keep your customer in mind. You are both a strong writer and verbal communicator who is clear, passionate, and responsive.
- *Project Management:* You're a systems thinker and a planner. You're able to see the forest through the trees and see how the pieces fit together. You can manage competing priorities at once while keeping all stakeholders informed. You understand how to cull the right resources and information you need to move projects forward.
- *Agility:* You're able to move through ambiguous environments and navigate that environment successfully. You're forward thinking, action-oriented, and able to spot opportunities and potential pitfalls.
- *Process improvement:* You excel at building out operational systems, as well as messaging them, providing training on them, and supporting the change process.
- *Leadership:* You are an experienced and excellent leader of people, with an ability to coach, manage, and develop high-performing teams to meet and exceed goals. You have a demonstrated ability to develop strategy and manage execution to achieve a vision.

About you!

You'll be successful in this role if...

- You work with passion, idealism, integrity, a positive attitude, and with purpose
- You have a background in operations in a high-growth non-profit setting
- You are a fast learner, self-directed, and you have experience in supporting a variety of workstreams
- You have a deep commitment to the mission of PAVE
- You are a strong manager of work and a leader of people
- You are an exceptional relationship builder, internally and externally
- You are able to manage a variety of work streams effectively
- You work collaboratively with diverse groups of stakeholders

Even better if...

- You have experience in fundraising or stakeholder engagement
- AmeriCorps experience

Other things to know:

- This is a full-time, exempt position based in Washington DC



- The salary for this role is competitive and is commensurate with experience.
- We offer a suite of health and wellness benefits, including medical, dental, vision, paid time off, 401k option, and more.
- As we are a growing nonprofit that supports parents and families, some evening and weekend hours are necessary.

Ready to join our team? Let's do this!

We are committed to building a diverse team that reflects the communities we serve. We are especially excited about applicants who are women, people of color, and native Washingtonians.

Please submit your resume and a cover letter specific to the role to which you are applying to jobs@dcpave.org. Please include "Chief of Staff" in the subject line.