



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

Chief of Staff

Full Time Hartford, CT 06103

Now Hiring! Chief of Staff

Location: Hartford

Schedule: Monday - Friday 8:30 am – 5:00 pm

This is a hybrid position, with two days per week of remote work and three mandatory on site days in Hartford, CT.

What's In It for You:

- Compensation: \$120K to \$150K
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered

Who we are:

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

JOB SUMMARY: The Chief of Staff plays a key leadership role and serves as a trusted advisor to the President & Chief Executive Officer. This position is responsible for overseeing and coordinating various administrative functions, ensuring the efficient operation of the organization, and supporting the Capital Workforce's mission and strategic goals. Additionally, the Chief of Staff is responsible for providing support to the board and consortium and its committees.

Job Specific Duties and Responsibilities:

Strategic Planning:

- Collaborate with the President and Chief Executive Officer and the executive leadership team in the updating, implementation, and tracking of the organization's strategic plans and initiatives.
- Manage complex cross-departmental initiatives that advance the achievement of CWP's strategic goals.
- Provide data-driven insights, and recommendations to support strategic decision-making.

Administrative Oversight:

- Oversee and manage various administrative functions, including programs, compliance and accountability, human resources, facilities, and technology.
- Streamline administrative processes to enhance efficiency and operational effectiveness.
- Resolve any issues or problems with organizational performance.
- Ensure compliance with local, state, and federal regulations.

Strategic Support of the President & CEO:

- Actively participate in making strategic and managerial decisions affecting the organization.
- Provide leadership and management necessary to ensure that CWP has the proper operational controls, administrative and reporting procedures, and systems in place to effectively achieve compliance and grow the organization to ensure financial strength and operating efficiency.
- Collaborate with the management team to develop and implement plans for operational infrastructure of systems, processes, and personnel designed to accommodate rapid growth objectives of CWP.
- Motivate and lead a high-performance management and administrative team; attract, recruit, and retain required members of the team.
- Represent CWP with clients, vendors, funders, and other partner agencies.

Budget Management:

- Work with the President and Chief Executive Officer and CFO to develop and manage the organization's budget, monitor expenditures, and ensure financial sustainability.
- Coordinate budget planning, expense management, and allocation across all departmental units.

Human Resources:

- Lead and manage the human resources department, including recruitment, training, performance evaluations, and compliance with employment laws and organizational policies.
- Foster a positive and inclusive work environment.
- Support CWP's DEI planning and implementation

Facilities and Operations:

- Oversee the maintenance, safety, and security of facilities.
- Oversee vendor relationships, contracts, and facility improvement projects.
- Coordinate space allocation and renovations as needed.

Technology Integration:

- Oversee the IT vendor to ensure the seamless integration of technology systems and services.
- Support digital initiatives and stay informed about emerging technologies relevant to CWP's mission and vision.

Policy Development and Compliance:

- Develop, review, and implement policies and procedures in alignment with local, state, and federal regulations.
- Maintain records of policy updates and revisions.

Stakeholder/Community Relations:

- Build and maintain positive relationships with staff, community members, local organizations, and government entities.
- Represent CWP at community events and meetings as needed.

Board Support:

- Provide support to the CEO for board committees, ad-hoc initiatives, and policy matters.
- Support communication and coordination between the board and the executive team.

- Provide support to the CEO for the Consortium of Chief Elected Officials.

Staff Supervision:

- Coach, develop, manage, and evaluate performance of direct reports.
- Cultivate a cohesive, appreciative, and inclusive work environment.
- Coordinate the work of the team.

Program Operations:

- Work with the President/CEO and the CPO to support coordination and transparency between Finance, Compliance/Data, and the Strategy team.
- Support activities to build a culture of performance to ensure CWP achieves contractual outcomes.

Resource Development:

- Work with the President/CEO and the CSO to develop and implement a Strategic Resource Development Plan.
- Support CWP Advocacy and Communication efforts.

DESIRED COMPETENCIES:

- Excellent leadership and strategic planning and implementation skills.
- Excellent organizational, verbal, and written communications skills.
- Ability to work independently and collaboratively.
- Manage multiple tasks simultaneously with ability to change priorities quickly.
- Excellent attention to detail, accuracy, and follow-through.

EXPERIENCE & EDUCATION:

- Master's degree required. Master of Business Administration (MBA) is a plus.
- Minimum of ten years of related experience in an administrative leadership role, preferably in a non-profit setting.
- Strong organizational and project management skills.
- Excellent communication, leadership, and interpersonal skills.
- Proficiency in budgeting, financial management, and human resources practices.

SUPERVISION/MANAGEMENT RESPONSIBILITY:

- Administrative and supervisory oversight of Compliance and accountability, human resources, and Program Operations.

Compensation: \$120k to 150K including participation in medical, dental and optical benefits. Up to 5 weeks vacation per year (pro-rated based on start date), 3% employer contribution to Safe Harbor 401K plan after 6 months of employment and free parking!

To apply, please send your resume and cover letter to: dsmith@capitworkforce.org and include Chief of Staff in the subject line.