

Chief of Staff

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| Job Title | <i>Chief of Staff</i> |
| Reports To | <i>Chief Executive Officer</i> |

Job Purpose

The Chief of Staff will play a vital role in supporting the Chief Executive Officer and the full executive team and ensuring operational excellence across the organization. This position combines high-level executive assistant duties with organizational coordination and financial oversight, serving as the primary liaison between the non-profit and its outsourced accounting firm. The ideal candidate is a strategic thinker, proactive problem-solver, and detail-oriented professional with excellent communication and organizational skills.

If you have a strong desire to work within a mission-centric organization that empowers students to stay in school and achieve in life, then Communities In Schools of the Dallas Region wants to meet you!

Duties and Responsibilities

Executive Support

- Serve as the right hand to the Chief Executive Officer, managing calendars, scheduling meetings, and prioritizing daily tasks
- Coordinate and organize all Executive Management Team meetings including scheduling, meeting minutes, follow up, etc.
- Coordinate internal communications on behalf of the Chief Executive Officer
- Draft, proofread, and manage correspondence, presentations, and reports
- Serve as liaison with CIS Dallas Board of Directors and coordinate all board related activities including but not limited to scheduling, agendas, materials, meeting meetings, committee organization and any other board-related activities

Organizational Operations

- Ensure smooth daily operations and assist in managing key organizational projects
- Monitor follow-up on strategic initiatives and decisions from leadership meetings
- Support cross-functional coordination to promote alignment across departments
- Assess structures, workflows, and performance to help improve efficiencies within the organization

Finance Liaison

- Serve as the primary point of contact between the organization and the outsourced accounting firm
- Along with the Fractional CFO facilitate the monthly close process, review financial statements, and flag discrepancies or concerns for the Chief Executive Officer
- Process bi-weekly payroll and all associated payroll activities with outsourced accounting firm
- Coordinate the submission of invoices, accounts payable, and expense reports
- Along with the Fractional CFO assist in budget development, tracking, and financial reporting
- Support preparation of grant-related financial documentation

Qualifications

- Bachelor's degree required; business, nonprofit management, or accounting-related field preferred
- 5+ years of professional experience, including executive-level administrative support

- Familiarity with nonprofit financials, accounting processes, and working with external vendors or contractors
- Exceptional written and verbal communication skills
- Strong organizational skills and ability to manage multiple projects simultaneously
- High level of discretion, integrity, and professionalism
- Proficiency in Microsoft Office, Google Workspace, and comfort with financial platforms
- Experience with Salesforce is not required, but is a plus
- Prior experience in a nonprofit environment
- Understanding of basic nonprofit accounting and budgeting
- Capable of interpreting and relaying financial data to non-financial audiences

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Excellent communication, relationship-building, and leadership skills
- Ability to problem solve and think strategically to navigate navigating complex challenges with creative, practical solutions
- Demonstrated ability to effectively manage and prioritize multiple tasks and responsibilities to meet established deadlines in a fast-paced environment
- Adaptable to frequent interruptions and shifting priorities while maintaining productivity
- Build and maintain strong relationships across all CIS Dallas departments and the Board of Directors to support organizational goals
- Ability to analyze and use data to develop and implement donor engagement activities
- Skill in planning and organizing

Working Conditions and Physical Requirements

- Ability to lift, carry and otherwise move up to 15 pounds on a regular basis
- Ability to sit, stand, bend, kneel, reach, push, pull, or walk for various lengths of time throughout the day
- Ability to utilize computer, software, and general office equipment to complete daily work responsibilities
- Inside work in an office environment with no exposure to weather conditions
- Reliable transportation is a must to travel for meetings, agency trainings and other miscellaneous work assignments
- The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. CIS Dallas may change the specific job duties with or without prior notice based on the needs of the organization.

Communities In Schools of the Dallas Region is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training.