

HOUSTON ENDOWMENT

JOB DESCRIPTION

JOB TITLE: Chief of Staff to the President and CEO

REPORTS TO: President and CEO

POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) seeks a Chief of Staff to assist and serve as a trusted partner to the President and CEO (the “President”). The Chief of Staff will handle and coordinate a variety of priorities, projects and tasks, both strategic and tactical, working with key stakeholders, ensuring advance planning and execution of key deliverables.

KEY RESPONSIBILITIES

The Chief of Staff will:

- Serve as a trusted advisor exercising exceptional discretion with confidential information to keep the President apprised of key events and developments, both internally and externally. Keep the organization informed on key priorities from the President’s office. Interpret, understand and carry out the President’s vision and strategic intent.
- Handle the President’s communications reflecting the President’s communications style, voice and intended messages, coordinating with other stakeholders. Draft and handle emails, reports, memos, presentations and written and oral communications, both internal and external, with finesse and diplomacy.
- Manage meeting cadence and agendas including recurring check-ins, leadership team meetings, annual planning meetings and governance processes for the President.
- Provide analysis, research, background, recommendations and options to the President regarding decisions to be made or problems to be solved in internal and external meetings.
- Support and coordinate activities for the Foundation’s Board of Directors. Assist with development of Board-related material as needed. Preview information and apply critical analysis prior to the President’s review.
- Manage or help facilitate a variety of cross-organizational projects, as requested by the President. Work with a variety of stakeholders and staff and help drive decisions.
- Strategically manage the President’s time by working with the Executive Assistant, assessing the President’s external opportunities, including travel, invitations, appearances, speaking engagements and meeting plans and their fit against priorities. Ensure calendars and schedules are aligned. Analyze and prioritize flow of information to be as efficient as possible.
- Accomplish all of the above by using a combination of soft skills, primarily servant leadership, humility, political savvy, discernment, tact and discretion with confidential information, a learning orientation, strong organizational skills, flexibility and adaptability, tolerance for ambiguity, the ability to connect dots between seemingly disparate activities or teams in the organization, exceptional communication skills and coaching others.

DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting the Foundation in achieving its mission. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment.

Specifically, the successful candidate will possess:

- A Bachelor’s degree in a related field. Advanced degree preferred.
- A minimum of five years of experience in a cross-functional or related role, ideally working with a senior level leadership team.
- Exceptional written and oral communication skills.
- Strong technical skills including Microsoft PowerPoint, Outlook, Word, Excel, Adobe Acrobat and other office collaboration software.
- Familiarity with the nonprofit, philanthropic or foundation sector a plus.

KEY ATTRIBUTES AND COMPETENCIES

- Servant leader with managed ego. Anticipates and balances needs of multiple stakeholders.
- Results-orientation, organized and resourceful in getting things done, meeting deadlines, anticipating needs and

working with minimal supervision. Proactive approach to issue identification and resolution.

- Strategic systems and process thinker, data-driven and analytical in approach to solving problems and able to create order out of chaos.
- Builds relationships and savvy with organizational dynamics. Comfortable “behind the scenes” supporting the President, thrives on helping others be successful and coaches others in a variety of situations to facilitate successful results.
- Proven ability to handle confidential information with discretion, be flexible to competing demands and have a sense of urgency.
- Appreciation for colleagues and the important role of others in the Foundation’s mission and daily operations.
- Demonstrated ability to effectively participate in a multidisciplinary team environment.
- Ability to thrive and adapt in an environment of growth and change.
- Respect for diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.
- Orientation as a team player who strives to understand and deliver excellent customer service to internal and external stakeholders.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.

COMPENSATION

Salary will be set in accordance with the successful candidate’s experience. In addition to salary, the candidate will participate in the Foundation’s comprehensive employee benefits programs, including health, dental and vision plans, time off, and matching 401(k) and pension retirement plans.

TO APPLY

Send resume and cover letter to employment@houstonendowment.org. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.