



The Leapfrog Group POSITION DESCRIPTION

Title

Chief of Staff

Summary

The Chief of Staff reports to the CEO and leads all administrative and operational planning functions, including human resources, contracting, budgeting and financial monitoring, meeting planning, board development, and other functions as assigned. The Chief of Staff is part of the senior management team and a key strategic leader in the organization, working with the CEO to integrate projects and goals for effective pursuit of Leapfrog's mission. The role will have both internal- and external-facing responsibilities, ranging from human capital development (benefits coordination to onboarding) to project management (including issue advocacy, budgeting, communications and media work, fundraising, administrative work, and external events)

The ideal candidate will handle complex situations and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. He/she must also have the demonstrated ability to deal with highly confidential information and act as a liaison between the CEO and other constituencies, both internal and external. He/she must exhibit the skills to collaborate with and achieve actionable results through others, the ability to build strong and sustainable relationships and the capability to interact within all levels of the organization.

Key Responsibilities

The successful candidate will achieve the following:

- 1. Systematize Leapfrog's administrative infrastructure to continually achieve a smooth-functioning operation poised for rapid growth.**
 - Manage office administration, legal counsel, accountant, communications, marketing, and other administrative and consulting staff as assigned.
 - Manage budget development and ongoing financial monitoring, approving and overseeing the work of an external accountant
 - Develop and implement a dynamic strategic financial and operational plan, including execution of new and ongoing business relationships

- In consultation with CEO, legal counsel, and internal team members, negotiate, manage, and sign contracts that assure cost-effective results from existing and/or new vendors, consultants, as well as strategic customers & prospective partners
- Help structure the Leapfrog team to balance employee and consultant roles for maximum performance
- Monitor and advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Oversee Leapfrog's human resources operation with the HR consultant, as well as ongoing protocols, procedures, orientation, and payroll processing to formalize processes and assure competitive positioning for Leapfrog as an employer

2. Oversee Leapfrog-hosted meetings that are creative and stimulating for participants and well-planned in every detail.

- Oversee planning of the Annual Meeting, consortium meetings, board meetings and other advisory committee meetings to reflect Leapfrog's reputation for excellence
- Structure and systematize meeting planning operations and staffing as needs grow

3. Oversee Board Relations.

- With support from assigned team members, manage board and committee meetings, assuring development of agendas, materials, minutes, and other needed support
- Assure organization of updated key board documents, such as bylaws, budget, strategic planning documents, contact and committee assignments and other materials
- Manage Board budget process including drafting of budget documents for review by the Board and updating and monitoring performance

4. Work with CEO to lead strategic planning and initiate or manage key projects.

- Frame and track Leapfrog's goals and progress

- Identify opportunities and hazards in the future and advise CEO on needed actions
- Provide ad-hoc analysis and decision support.
- Executive project management: act on the authority of the CEO to oversee projects that typically require cross-functional collaboration and resource allocation. Providing project planning and management for both departmental projects and initiatives
- Speak and/or represent Leapfrog at select engagements and media opportunities

5. Participate with the Leapfrog management team to assure organization-wide goals are met.

- Contribute to team projects and ad-hoc assignments as needed for a lean, team-based organization

Requirements

- Strong project management and negotiation skills
- Knowledge of financial management and strategic planning
- Knowledge of human resource policies
- Excellent interpersonal skills and good sense of humor
- Good stamina and willingness to travel if necessary
- Strong interest in the mission of The Leapfrog Group

Qualifications

Bachelor's degree and 10 years successful leadership experience, preferably in a nonprofit environment. Experience in health care strongly preferred. The right candidate has a proven track record engaging teams, executing innovative projects, and developing strategy. Leapfrog is highly mission-oriented, so the candidate will have a passion for our mission, strong communications skills, and ability to inspire others.

Term of Employment

The position is a full-time position, based at Leapfrog's offices in Washington, D.C. Leapfrog offers a robust benefits package including 90% coverage of health benefits (employee and dependents), fully paid short- and long-term disability and life, significant contribution to 401K plan, paid parental leave, and other noteworthy benefits including transit and education.

Leapfrog is an equal opportunity employer and strongly encourages diversity in its staff, board, and advisory committees.

Application Instructions

Send a cover letter plus resume by email only to HR@leapfrog-group.org.