



CHIEF OF STAFF

STATUS: FULL TIME **HOURS PER WEEK: 40**
FLSA STATUS: EXEMPT
LOCATION: New York
REPORTS TO: Bob Roth, Executive Director
APPROVED BY: Bob Roth, Executive Director
COORDINATES: Executive Committee, Department Heads
SPECIAL INTERACTIONS: With all staff and departments, Board of Directors

GENERAL POSITION SUMMARY

The David Lynch Foundation is seeking a Chief of Staff who will assist the Executive Director in providing leadership and oversight for the Foundation's day-to-day functions and staff. This Chief of Staff will be part advisor, part gatekeeper, part problem solver, and part all-round strategic partner to develop strategy to meet organization goals and advance our mission. The role will have both internal- and external-facing responsibilities, ranging from human capital development (day-to-day management and professional growth for a team of three staff members) to project management (including issue advocacy, 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 Executive Director 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 foundation.

ESSENTIAL RESPONSIBILITIES

- Take regular reports from staff and departments, and takes steps to ensure maximum efficiency, harmony and good workflow. Inform the ED on progress and issues found.
- Maintain continuous lines of communication, keeping the Executive Director informed of all critical issues.
- Participate in the ED's internal and external communications, both written and spoken. Drafting and overseeing external communications as necessary.
- Disseminate information and communicate ideas on behalf of the ED. Respond on behalf of the ED to issues that arise, both internal and external. Facilitate communication across departments.
- Prepare agendas and manage all logistics for Executive Team meetings, including in-house staff presentations, collection of reports to the board, and vacation schedules to ensure proper coverage throughout the year.

- Coordinate activities, set agendas, and summarize deliverables for Senior Team, Leadership Team, Open Staff Meetings, ED breakfasts, and other staff meetings.
- Assist with meeting scheduling and committee meeting support for Executive Team as needed.
- Work to solve problems, mediate disputes, and deal with issues before they bubble up to the ED.
- Monitor and advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Manage current facilities and help plan for future facilities needs; direct other capital projects as needed.
- Executive project management: act on the authority of the ED to oversee projects that typically require cross-functional collaboration and resource allocation. Providing project planning and management for both departmental projects and initiatives
- Provide ad-hoc analysis and decision support.
- Ensure that the ED is prepared for meetings and events.
- Work closely with the Executive Assistant to the ED to ensure the appropriate management of the ED's calendar so that all priorities are met.
- Support the ED's management of leadership team meetings and management of those members
- Handle board meeting set up and minutes.
- Manage logistics with the Board of Directors, including meeting dates and agendas, reports and other meeting preparation, communicating with the Board on all of the above.
- Develop foundation's operating plan, measuring progress against the strategic plan.
- Represent the ED with funders, board members, public officials and other partners in person and in writing

REQUIREMENTS

The Chief of Staff will have a Bachelor's Degree (Master's preferred) and at least 6-8 years of experience in organizational administration, at least two years of experience in similar position. The ideal candidate will have the acumen and finesse to handle complex situations and multiple responsibilities simultaneously mixing long-term projects with the urgency of immediate demands. He or she must possess exceptional judgment and communication skills, and 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 and with external constituents.

Additional requirements for the position are:

- 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 David Lynch foundation

ABOUT THE DAVID LYNCH FOUNDATION

The David Lynch Foundation, a 501(c)(3) not-for-profit organization, was established in 2005 to raise funds and provide grants for the implementation of scientifically proven stress-reducing modalities, including Transcendental Meditation, for such at-risk populations as:

- Underserved inner-city students
- Veterans with PTSD and their families
- Women and girls who suffer from violence and abuse

The David Lynch Foundation also funds independent university and medical school research to assess the

effects of TM on academic performance, ADHD and other learning disorders, anxiety, depression, substance abuse, cardiovascular disease, post-traumatic stress disorder, and diabetes.

The effectiveness of the Foundation's programs has been investigated at leading medical schools, including Harvard, Yale, UCLA and Stanford. In fact, over 340 peer-reviewed studies, including research funded by more than \$26 million in grants from the National Institutes of Health, document the wide-ranging benefits of Transcendental Meditation for relieving stress, improving overall health, and boosting creativity and performance.

MORE ABOUT THE POSITION

This is a fulltime position based in the New York City offices of the Foundation in Midtown Manhattan.

After an initial employment period, employees become eligible for the Foundation's comprehensive employee benefits package, including: group health and dental plans, voluntary vision, life/AD&D and long-term disability insurance, 403(b), flex plans for medical, dependent and commuting expenses, TransitChek and paid time off.

TO APPLY

Send resume, cover letter, and salary history and/or salary requirements to:

Darren Robertson, Human Resources Consultant, The David Lynch Foundation, at: careers@davidlynchfoundation.org. Only PDF or MSWord formats will be accepted. Please make DLF CHIEF OF STAFF the subject of your email.

The David Lynch Foundation is an Equal Employment Opportunity Employer.

For more information about the David Lynch Foundation, please visit www.davidlynchfoundation.org.