

Chief of Staff

Location: Alexandria, VA

Type: Primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office

The National School Boards Association (NSBA) seeks a highly conscientious and experienced Chief of Staff. This position will support the Executive Director in executing the organization's strategic plan, overseeing day-to-day operations, and managing relationships with key stakeholders. The Chief of Staff will work closely with the Executive Director and other members of the leadership team to ensure the organization's programs, events, and administration are operating effectively and efficiently.

NSBA offers a dynamic work environment with an excellent employee benefit package including health and dental insurance programs, 401K and PTO leave plans. As an employee of NSBA you'll work in a primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office.

NSBA is proud to be an equal opportunity employer. We believe in hiring a diverse staff and sustaining an inclusive, people-first culture. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status

Responsibilities include but are not limited to:

- Serve as a strategic thought partner to the Executive Director, providing recommendations on operational improvements, program design, and membership engagement strategies.
- Manage day-to-day operations, including overseeing staff, ensuring compliance with organizational policies and procedures, and managing the budget.
- Assist the Executive Director to strategically manage their time. Identify areas where leaders should direct their focus as well as metrics for success.
- Prepare the Executive Director for upcoming meetings by ensuring they have all the information necessary to be productive and engaged.
- Oversee large, cross-functional, organization-wide projects or initiatives. Bring together important stakeholders and help drive decisions.
- Develop and manage key relationships with members, partners, and stakeholders to advance the organization's mission and goals.
- Collaborate with the Executive Director and other members of the leadership team to develop and implement the organization's strategic plan.
- Support the development and implementation of membership engagement, event, and communications strategies to achieve the organization's goals.
- Manage special projects and initiatives as needed to advance the organization's mission.

Requirements:

- Bachelor's degree in a relevant field (e.g. association management, business administration, public administration)
- Minimum of 5 years of experience in a leadership role in a membership-based association.
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills, with the ability to communicate complex ideas to a range of audiences.
- Demonstrated ability to build and maintain strong relationships with key stakeholders, including members, partners, and volunteers.
- Strong financial acumen, with experience managing budgets and developing financial reports.
- Passion for the organization's mission and commitment to serving the needs of its members.