

Position Description

Job Title:	Chief of Staff
Job Classification:	Senior Principal
Department/Business Line:	Executive Team
Works with:	CEO, Team Leaders, affiliate companies
Reports to:	CEO
FLSA¹ Status:	Exempt
Updated as of:	May 2021

Summary of Position:

LDC is recruiting an experienced and dynamic Chief of Staff (COS) to work in partnership with the CEO to provide leadership and management of the LDC executive and leadership teams and the company's affiliates. This role will have responsibility for strategic planning, business development, implementation, and management for all key initiatives.

The COS is a highly cross-functional role that will work directly with the President & CEO to ensure coordination across multiple business lines and projects, including the management of day-to-day operations and supervision of the LDC team. This role requires the ability to balance the demands of a fast-paced environment with alignment to the strategic goals and the overall vision and mission driving the organization.

The role of the COS is as a partner and complement to the CEO. The COS works with the CEO and leadership team to develop and implement the multi-year strategic plan, and the annual business plan including its annual growth goals, annual budget, and company and individual performance metrics.

All staff at LeSar are expected to align with the LeSar firm core values:

- **ACCOUNTABILITY:** Measuring ourselves against the highest standards of integrity and fiscal and social responsibility.
- **COLLABORATION:** Together we are stronger. We deliver more success through shared goals and mutual support.
- **EQUITY:** We commit to understanding our own biases and maintaining an awareness of when we might unintentionally cause harm to others. We commit to eliminating disparities – based on race, gender, gender-identity, and sexual orientation – that deny access and opportunity to people who hold these identities.
- **INTEGRITY:** We are honest and forthright in our dealings. Building trust builds a better company.

¹ Fair Labor Standards Act

- **TRANSPARENCY:** Communicating internally and externally with unwavering candor, honesty, and respect. We provide complete visibility into our successes, lessons learned, and where we have short comings.
- **ADAPTABILITY:** We are nimble. We commit to continuous improvement and how we can operate more effectively.
- **THOUGHT LEADERSHIP:** We are safe to try new things and push boundaries of the norm. We learn from things that do not always go according to plan. We share our learnings with each other and our clients.
- **DOING WHAT IT TAKES:** We show up for each other, act with empathy, and bring our authentic selves to work every day. We are growing this company not for personal gain but for each other and our ability to positively impact the world.

Ideal Candidate:

The ideal candidate has excellent interpersonal and organizational skills, a strong work ethic, and is able to work both independently and as part of our team. Prior experience in a policy and systems-change environment is a plus. A demonstrated commitment to cultivating and maintaining an equitable and diverse work environment is required.

The COS will be a natural problem solver, who is analytical and structured in their thinking, and will drive efficiency by improving systems and processes across operations. The ideal candidate is also extremely tactical, collaborative, intellectual, and reflective with demonstrated business acumen.

The COS will relish working in an entrepreneurial growth company, will work well in a partnership with the CEO and LDC team members. The COS can manage upward, across and downward, has a strong sense of self, and is capable of vigorous dialogue and thinking.

To successfully serve in this multi-faceted role, the COS will effectively balance high-level management and oversight duties with day-to-day execution responsibilities related to internal policy management and ensuring brand and programmatic consistency in our delivery of client services. The COS is the primary lead on managing outside legal contracts, monitoring best practices related to governance and management, and continually cultivating a healthy and growth-oriented culture.

Essential Duties and Responsibilities include the following on the list below and other duties that may be assigned.

The COS role calls for an adaptive and flexible individual that excels in the ability to:

- Translate a strategic vision into action
- Drive business priorities from conception to completion
- Serve as a strategic thought partner, confidante, and sounding board to CEO
- Triage problems and reduce distractions, allowing the CEO to focus on what's most important to the company
- Create cohesion and inspire engagement in the company vision

- Focus on structure, establish processes, and create efficiencies within the highest ranks of the organization and its affiliates
- Serve as a reliable and trusted ally to the CEO and manage day-to-day decision-making

The COS has direct responsibility for:

- Overseeing governance, strategic planning and monitoring delivery on the financial projections
- Supervising the executive team, the leadership team, and coordinating alignment and synergy across multiple business lines and affiliates
- Oversight/mentoring of Operations Director and support for the development and implementation of best practices management in the areas of performance metrics management, risk management, contracts management, information technology, and human resources management

The COS will provide strategic and organizational support for the CEO across the multiple functions, including:

- Interfacing and coordinating regularly with business team leads and affiliates to ensure cross-functional alignment on messaging and deliverables
- Identifying and prioritizing internal and external opportunities for the CEO's consideration
- Assisting with special critical projects for the CEO, as needed

The COS must possess deep knowledge of California and its regions and have a working knowledge of the policy making processes in California at the state, regional and local levels.

Required Qualifications

Minimum qualifications:

- Master's degree in business administration, organizational development, leadership studies, public policy, law, or a related field.
- Five years of related professional work experience with demonstrated increase in responsibilities.

Work experience must demonstrate track record in adaptability, flexibility, accountability, teamwork skills and ability to work under deadlines. Previous experience working in an entrepreneurial business environment desired. The ideal candidate is committed to serving the public, private, and nonprofit sectors and is a loyal, empathic, and servant leader.

Physical Demands: While performing the duties of this position, the employee is regularly required to sit, use hands, communicate via telephone, reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel Expectation: Due to the COVID-19 pandemic, the position is remote until such time as California public health officials determine it safe to resume professional activities safely in person. However, when normal professional activities resume, regular travel from San Diego to staff hubs, including the Bay Area, Los Angeles, and Sacramento will be required. Preference will be given to candidates who will be able to work in the San Diego headquarters office.

Compensation and Benefits:

- Salaries are set by title and band: Base range of \$120,000 to \$140,000 annual salary with potential performance bonuses of up to 20% of base salary
- Participation in firm’s medical, dental, vision, long-term disability, and life insurance plans with firm contributions of up to \$500 per month
- Participation in the firm’s 401(k) plan, with firm contributions of 3% of your compensation per plan year (subject to vesting requirements)
- Reimbursement of up to \$40 per month for cell phone costs and up to \$72 per month for commuting to work via public transit
- 10 paid holidays per year
- Paid time off at Senior Principal level: request paid time off as needed.

Application Process

Submit the following materials to careers@lesardevelopment.com.

Submission and Interview dates: The preferred date of application submission is no later than *Thursday, June 3, 2021*. Interviews of qualified applicants will begin the week of *June 7, 2021*. The position will remain open until filled.

1. Cover letter indicating:

- Interest in the position
- Relevant skills and experience
- Estimated available start date

2. Resume/CV

3. Writing sample, which may include:

- A professional presentation, work plan or strategic planning document

4. Three professional references

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