



## Chief of Staff

### ABOUT ACHIEVEMENT FIRST

Achievement First (AF) is a nonprofit 501(c)(3) organization supporting 39 public charter schools across New York, Connecticut, and Rhode Island. For more than 25 years, AF has been recognized as one of the top tuition-free public charter school networks in the country. We are committed to creating schools of academic excellence within nurturing environments — schools that prepare students to be college-ready and to pursue and succeed in whatever paths they choose in life.

The majority of AF students are Black and Latinx children from low-income families, many of whom will be the first in their families to graduate from college. Across our network, we employ more than 2,200 staff members — 64% of whom identify as Black, Indigenous, or People of Color — who collectively educate nearly 15,000 students in Brooklyn and Queens, NY; New Haven, Bridgeport, and Hartford, CT; and Providence and Cranston, RI.

**Our mission is to prepare every student to excel in college, career, and life; deepen their understanding of self and community; and lead lives of purpose. We believe in the limitless potential within our students and their power to shape a more just society.** That belief drives our deep commitment to student achievement: we aim to set a high bar for learning and create warm, demanding classrooms where rigorous instruction is paired with the care, encouragement, and consistency every student deserves.

Each of our schools is a vibrant learning community shaped by its local context yet guided by a shared set of values: leading for racial equity, striving for excellence, embracing challenge, caring for the whole person, choosing joy, and going further together. These values guide our work across the organization and reflect both who we are and who we aspire to be.

At Achievement First, we are strengthened by being one network — united by shared values, a common mission, and a deep belief in what's possible for our students. At the same time, we know that education is a deeply local endeavor, which is why we work in close partnership with families and local communities to ensure each school has the resources and support it needs to thrive.

Together, we're building a future where every student receives an excellent education grounded in the strengths of their community, and where the impact of our collective work endures for generations.

### THE CHIEF OF STAFF ROLE & IMPACT

The Chief of Staff will serve as an extension of, and key partner to the CEO, ensuring effective and consistent cross-organization communication and translating AF's bold vision into tangible

results. This role requires astute discernment, strategic project leadership, exceptional problem-solving skills, the ability to navigate complex situations, and the capacity to build strong relationships with high-level internal and external stakeholders. The Chief of Staff will play a pivotal role in ensuring the successful execution of the organization's mission in conjunction with the CEO, the Boards, and other senior leaders, while fostering a culture of collaboration and values alignment.

Responsibilities of the Chief of Staff Include:

### **Strategic Leadership**

- Serve as a trusted strategic partner and sounding board to the CEO on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel.
- Advance projects and make decisions on behalf of the CEO, ensuring continuity of leadership and momentum.
- Drive project management by backward planning from identified goals or outcomes, mapping out key deliverables, timelines, and resource allocation to ensure successful execution.
- Maintain a comprehensive view of the organization and proactively identify areas that require attention or improvement and work with relevant stakeholders to develop and enact solutions.
- Keep the CEO apprised of major issues and risks both internally and externally; proactively identify approaches to resolve them.

### **Executive Management**

- Support the CEO in managing a high-functioning leadership team.
- Drive key components of leadership team meetings including the creation of well-structured, consistent meeting agendas with clear outcomes and objectives; support and consistently drive communications aligned with and advancing organizational impact.
- Ensure leadership team meetings are conducted efficiently and effectively, contain an arc of meaningful professional development, and focus time and resources on work at the appropriate altitude for senior leaders.
- Establish clear ownership of work streams following meetings, ensuring that work is brought over the finish line.
- Create accountability mechanisms to ensure goals and objectives are accomplished; foster a culture of mutual accountability.
- Collaborate and partner closely with the CEO's Executive Assistant in supporting the management of the CEO's calendar, schedule, and priorities.

### **Executive and Organizational Communication**

- Act as a leading voice within the organization by consistently amplifying our core message, values, and mission to both internal and external stakeholders.

- Work integrally with the Chief Strategy Officer, Chief People Officer, and Associate Chief of Public Affairs to ensure executive and organizational communications tell a compelling story that is aligned with the organization's mission and vision.
- Partner with the CEO and other senior leaders to ensure there is effective change management with strong communication and cascading mechanisms.

## **QUALIFICATIONS & CHARACTERISTICS**

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

### **Mindset & Values**

- Passionate about educational equity and organizational impact.
- Humble, team-oriented, and driven by a strong sense of purpose.

### **Leadership Qualities**

- Deep commitment to cross-functional collaboration and shared leadership.
- Transparent, communicative, and a natural relationship-builder with staff, board, and external stakeholders.
- Highly collaborative approach with a track record of leading through influence in the absence of direct management authority.

### **Skills & Experience**

- Minimum of 7 years of experience in senior leadership; prior Chief of Staff experience helpful.
- Managerial experience with the ability to build and sustain high-performing, cohesive teams.
- Track record of exceptional performance and driving towards outcomes within a complex organization.
- Demonstrated project management skills with the ability to keep multiple simultaneous projects and initiatives running on time with an attention to detail and execution.
- Highly effective verbal and written communication skills with the ability to communicate effectively with a wide range of audiences.
- Ability to build relationships and effectively engage with a broad range of stakeholders with differing interests and needs.
- Exceptional reasoning, problem solving and strategic thinking skills.
- Ability to work proactively in an ambiguous, dynamic, fast paced environment.

### **Education & Licensure**

- Bachelor's degree required; Master's degree preferred

## COMPENSATION AND BENEFITS

The salary for this role is \$231,938.88. Additionally, Achievement First offers to all regular, full-time employees a comprehensive benefits package that includes paid time off, medical, dental, vision, and life insurance, a 403(b) retirement benefit package with match, and paid Family Leave. This position is hybrid with an expectation that the COS will be in one of the Achievement First offices at least 3-4 days a week.

## APPLICATION PROCESS

Evaluation of candidate materials (resume/CV and letter of interest) will begin immediately and continue until a new COS is named. Interested candidates may apply using the following Talent Profile link: <https://talent-profile.dsgco.com/search/v2/22363>

Inquiries and nominations may be sent in confidence to:  
[AchievementFirstCOS@dsgco.com](mailto:AchievementFirstCOS@dsgco.com)



**Katie Vivalo Rouse**, Managing Director  
**Kamilah Allen**, Senior Search Associate  
**Erin Fadden**, Senior Search Coordinator

For more information about Achievement First, please visit <https://www.achievementfirst.org/>

### ***Equal Employment Opportunity***

*Achievement First is an equal opportunity employer and an organization that values diversity. People from all diverse backgrounds are strongly encouraged to apply. Spanish language proficiency is a plus. You can learn more about diversity at Achievement First here:*  
<http://achievementfirst.org/about-us/diversity/>