

**ECONOMIC DEVELOPMENT CORPORATION
OF KANSAS CITY, MISSOURI**

JOB DESCRIPTION – CHIEF OF STAFF

SUPERVISOR: CEO

SUMMARY: The Chief of Staff is an experienced and highly efficient professional responsible for the strategic deployment of the CEO.

AGENCIES: As Assigned

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned)

Execution of Strategic Initiatives – roughly 45%:

- Ensure the timely and effective completion of projects and initiatives of the CEO.
- Partner with the CEO to lead new high-level organizational initiative that cut across work streams, managing multiple stakeholders to implement a high-quality product.
- Collect feedback, follow up after events, speaking engagements and projects to ensure desired outcomes are achieved and lessons are learned and codified.
- Play a key role in owning the annual Road Map and ensuring it is achieved with excellence.

Board Relations and Operations – roughly 35%:

- Will own a broad variety of operations to support the EDC's work with the board and executive leadership.
- Manage all logistics for Board meetings and committee meetings, including: scheduling, drafting agendas, and compiling board packets.
- Oversee relevant board policy implementation, governance documents and key milestones related to board terms, nominations, elections and more.
- Capture and analyze feedback from board members on each meeting, integrating that feedback into future meetings.
- Advance next steps as they arise from the CEO and/or Board Chair.

Executive Assistance – roughly 20%:

- Provide sophisticated relationship management for the CEO and Executive Team.
- Prioritize how and where to deploy the CEO and Executive Team. They will serve as the primary point of contact for the CEO's schedule and travel coordinating with the executive assistant.
- Provide strategic support to the CEO including convening conversations, curating agendas, preparing materials, delegating, and implementing next steps.
- Assist the CEO in creating and maintaining excellent internal communication.
- Manage speaking engagements for the Executive Team to ensure strategic prioritization, organizational alignment, and community engagement.
- Coordinate and elevate culture for all staff and plan necessary corresponding meetings.
- Master internal systems.

QUALIFICATION REQUIREMENTS:

- Agile and entrepreneurial.
- Detail oriented
- Direct and courteous
- Professional and politically savvy.
- Comfortable managing up
- A believer that diversity is a strength

EDUCATION/EXPERIENCE:

- 8 plus years of professional experience managing up.
- Excellent interpersonal skills and comfort interacting across lines of difference and with executives, board memberS and other key stakeholders.
- Strong communication skills; mindful of appropriate correspondence tone and tenor key stakeholders.
- Strong project management skills, including familiarity with technology and other digital tools.

COMPUTER SKILLS:

- Knowledge of Microsoft Office software programs including outlook, excel, and word.

RESIDENCEY REQUIREMENT: Must reside within the city limits of Kansas City, Missouri or agree to relocate within 6 months of hire.