

ORGANIZATION OVERVIEW

ProGeorgia is a bold, trusted, and diverse collaborative that champions an equitable and inclusive democracy, for and with traditionally underrepresented communities. ProGeorgia supports and coordinates the civic engagement programs of our diverse partner organizations. ProGeorgia develops the infrastructure, executes the joint strategies, and employs new tools and technology to assure a government that is more responsive to the needs of our constituencies.

At ProGeorgia we believe that every citizen should be able to vote without undue obstacles, roadblocks, restrictions, confusion, or intimidation and that

- Our democracy is stronger when all people participate
- Our government has a responsibility to work for all of its citizens
- We, as members of the progressive community, are stronger when we work together

POSITION OVERVIEW

ProGeorgia is seeking a high-impact diplomatic bridge-builder to serve in a critical new role as **Chief of Staff**. The Chief of Staff will bring a record of success leading and developing employees, overseeing organizational operations, and managing programs and special projects. This position reports to the Executive Director and will lead a team of professional staff ensuring work plans and goals are aligned with the mission, values, and strategic direction of the organization and, ultimately, fulfilled. The Chief of Staff is also responsible for leading and developing Table partners' long-term capacity building strategy, strengthening relationships with current partners, and expanding ProGeorgia's partnership network at the state level. The ideal Chief of Staff will be a humble, strategic, and steadfast partner to the Executive Director and team committed to respectful, productive engagement with a diverse set of stakeholders. The Chief of Staff will also be an innovative change leader committed to social justice and advocacy as well as a proactive problem-solver who can anticipate and get ahead of challenges and bring forth and execute creative solutions.

KEY RESPONSIBILITIES

Team Management

- Embody and support sustainable work cultures that treat all staff fairly and support their ability to grow professionally and lead holistic lives.
- Develop performance goals and deadlines, delegate work as needed, provide training and resources to the ProGeorgia team as needed, and conduct performance reviews.
- Organize the overall workflow and ensure that team members understand their duties or delegated tasks.
- Monitor team members' productivity and provide constructive feedback and coaching.
- Hire and train new team members as needed.

Internal Operations

- Work closely with the Executive Director to make sure the organizational structure and systems are strategically set up to achieve the overall mission and to advance ProGeorgia's civic engagement work.
- Create tracking systems to synthesize organizational plans and produce reports on gaps in the overall strategy.
- Receive complaints and resolve problems.
- Direct and manage HR outsourcing efforts.
- Help plan and run All-Staff and other group meetings such as annual staff and Board retreats, strategy sessions, and professional development meetings.
- Care for the organization and the people in it ensuring a culture of inclusivity and belonging that continually strives for racial, economic, and gender justice.
- Provide excellent leadership and support across the organization including coaching, staff development, and management.

- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises.
- Develop, implement, manage, and evaluate special projects like the launch of ProGeorgia's two office hubs in Savannah and Albany.

Fiscal Management

- Oversee annual organization audit and 990 filing.
- Manage some grant management support including grant compliance reporting.

PROFESSIONAL QUALIFICATIONS

The ideal candidate for Chief of Staff will possess many of the experiences and qualifications described below but need not possess them all to be considered:

- 5 + years of experience leading a team of professionals and managing day-to-day operations and/or programs preferably within nonprofit, philanthropic, or civic settings focused on civic engagement, community organizing, campaigns, and/or similar aims.
- Passionate about working for a progressive organization committed to the goals of the Table, including civic engagement and economic, social, and racial justice.
- Experience building and managing strong, positive relationships with stakeholders including underrepresented and/or diverse communities. Skills and experience with conflict resolution and mediation preferred.
- Diplomatic, strategic, emotionally-mature, and professional approach to problem-solving, and the ability to think independently, systematically, and creatively to keep work and relationships moving forward effectively.
- Excellent organizational, time, and project management skills with the ability to help connect the dots between and align the work of others.
- Excellent oral and written communication skills including the ability to frame communications strategically as well as discretion in navigating complex personnel and table dynamics.
- Understanding of basic organizational development principles critical to effective organizational change.
- Demonstrated experience as an influential, flexible, and committed leader willing to occasionally work irregular hours as needed.
- Willingness and ability to travel regularly within Georgia and some national travel.
- Bachelor's Degree or experience in excess of the minimum is required; Masters is a plus.
- Experience working with a state table as staff or table partner staff is a plus.
- Bilingual fluency in Spanish is a plus.

ABOUT THE PROCESS

ProGeorgia is partnering with [Walker and Associates Consulting](#) – a Black- and woman-owned equity-centered national strategic management consulting and search firm – to facilitate this search.

Location: The position is located in Atlanta, Georgia with the ability to work remotely with some required travel within the state. Open to candidates willing to relocate to Georgia. All staff are working remotely during the current COVID-19 crisis.

Reports to: Executive Director

Compensation: ProGeorgia will offer a competitive annual salary within the range of \$175,000 - \$215,000, commensurate with experience. ProGeorgia also offers comprehensive benefits including medical, dental, vision, and life insurance; 401k and company matching; and generous holiday, vacation, and leave benefits.

TO APPLY

To apply, email a cover letter, resume, brief writing sample, and list of three references (references will not be contacted without your advanced notice) to progeorgia@walkeraac.com by **Friday, June 17, 2022**. Use the subject line: Chief of Staff. Please submit PDF or Microsoft Word files only, preferably with all materials in one combined file. Resume review begins immediately.

Questions or Nominations? Email us at progeorgia@walkeraac.com.

ProGeorgia State Table is an equal opportunity employer and having a diverse staff is a fundamental principle at ProGeorgia, where employment, development and promotion opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.