



## CHIEF OF STAFF

### Organizational Overview

**CityBridge Education** is a nonprofit enterprise dedicated to advancing equity and opportunity for all children. CityBridge Education will pursue this goal through school creation—incubating and launching new schools and transforming existing ones, in partnership with the traditional public (DCPS) and charter sectors in Washington, D.C. Our goal: **25 in Five**—redesign or launch 25 innovative public schools within five years in our nation's capital.

**The unifying imperative of our work is equity.** For far too long, schools in D.C. and in the country as a whole have perpetuated a narrative of disinheritance based on race, class, or story. When designed thoughtfully, schools can be places of belonging and worth, where students are secure and can push themselves to accomplishment, and where love and justice thrive. Such schools excel academically and by more expansive measures, building the capacities students need to be successful adults.

Schools working toward equity can take a variety of forms. Some schools will double down on personalization, using the best of school design, technology, and pedagogy to customize learning for their students. Some will focus on STEM and computer coding to open up fields that have long been closed off to women and students of color. Some will blend other specialized programs—in the arts, sports, or technology—with rigorous general curriculum, to capture the imagination of students. Still others will focus on knitting together communities of students and parents otherwise divided by segregation. Ultimately, a diverse school ecosystem is more likely to thrive and provide all parents and students with what they need.

**We see ourselves as developers of the *early stage of the pipeline*—finding the teachers, leaders, and school teams with the ideas and the drive to create better models of school, in DCPS and the charter sector.** We incubate these educational entrepreneurs, providing them with coaching, structured design work, access to networks of talent, and the resources they need to succeed.

## **Position Summary**

The Chief of Staff reports to the CEO and functions as the lead staff manager and strategist for CityBridge Education. He or she provides internal leadership to the strategic planning process, and in partnership with other senior leaders, manages the entire CityBridge team toward execution of that strategy. In this role, the Chief of Staff also serves as a confidante and gatekeeper to the CEO, synthesizing and distilling key information and streamlining the organizational decision-making process so the CEO can prioritize external affairs.

## **Primary Responsibilities**

### **Programmatic Leadership**

- Lead, coach, develop and retain CityBridge's high performing management team
- Lead the strategic planning process resulting in clear priorities for CityBridge's work over the next five years
- Identify opportunities to leverage cross-program and cross-team strengths to take advantage of new opportunities or to address organizational challenges
- Develop and manage all staffing functions including recruiting, hiring, compensation, and performance management.
- Serve as the culture czar of the organization, ensuring that the systems are in place to sustain our organizational culture while building on it in service of better outcomes and higher staff capacity

### **Operations and Finance**

- Directly oversee the finance and operations team
- Prepare an annual operating budget, manage effectively within the budget, and ensure accurate reporting; ensure the continued financial health of CityBridge through sound fiscal management
- Manage operations staff effectively, ensuring strong systems and operational strength across the organization

## **Qualifications and Skills**

- Superior strategic thinking skills
- Action-oriented, entrepreneurial, and self-directed
- Deep experience in program management
- Excellent project management skills with a track record of managing many projects at one time
- Analytical decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve goals
- A track record of creativity and nimble leadership
- Significant experience leading and managing in senior roles
- Exceptional written, oral, and interpersonal communication skills; strong presentation skills and the ability to interface with senior management, the board of directors, and staff

Interested candidates should submit a resume and cover letter to Jonathon Bridgeman, [jbridgeman@citybridge.org](mailto:jbridgeman@citybridge.org). Applications will be accepted on a rolling basis.