

Chief of Staff

CommunityWorx (formerly PTA Thrift Shop) is a nonprofit 501 C (3) organization founded in 1952. Our mission is to enrich lives by building collaborative partnerships and transforming charitable donations into educational and community investments. We operate a thrift shop located in Carrboro, and a business accelerator collaborative co-working space for youth-serving nonprofit organizations. Our core values are grounded in equity, community, compassion, and innovation. For more information about our organization please visit communityworxnc.org.

CommunityWorx is hiring a Chief of Staff who shares our values, and a passion for our mission. The Chief of Staff will serve as a member of the senior leadership team and will report directly to the President/CEO. This role requires visionary to support the growth of the organization. The Chief of Staff will build on existing operations, human capital, and communication systems. We seek a mission driven leader to ensure the organization is on track to meet strategic milestones. Furthermore, you will foster a culture of diversity, collaboration, and advance our organization's work in racial equity.

Roles and responsibilities:

- Lead agenda and priorities for internal meetings for board of directors, senior staff, middle managers, and frontline team members.
- Demonstrate a deep financial acumen.
- Seek out, lead, and support grant writing.
- Collect, analyze, and synthesize qualitative and quantitative data.
- Inspire, motivate, coach, mentor, and organize people.
- Develop mission-driven messaging tailored to internal and external key stakeholders.
- Be a "thought partner" to the President/CEO

Competencies:

- Equity, Diversity, and Inclusion: centering the organization's commitment to anti-racist work through the closing of opportunity gaps for youth and families in our community
- Influence and Inspire: use storytelling, visual presentation, and authentic relationship-building to build commitment
- Emotional Intelligence: have a high self-awareness of oneself and others, and model empathy, kindness, and compassion with good listening skills

- **Project Management:** balance, organize, and prioritize multiple demands
- **Collaboration:** bring diverse perspectives and subject matter expertise to the table in decision-making, actively listen to others, and foster a safe space for healthy conflict
- **Accountability:** set clear expectations and foster a culture of accountability and ownership
- **Communication:** communicating big picture ideas in an inspiring way

Education: An academic degree in a business, administrative, communications, or social sciences field. Bachelor's degree required; master's degree preferred.

Experience: Three years in in a leadership position.

Compensation: Annual salary range 50k-58k, commensurate with experience and education/credentials. Generous benefits package includes, but not limited to, paid time off, health and other insurance benefits, purchasing discount, and professional development.

Please submit your CV, Cover Letter, and LinkedIn profile to info@communityworxnc.org