



## Chief of Staff

Reports to: CEO

Status: Full-Time Position

### About Valerie's House:

Valerie's House is a non-profit organization based in Fort Myers, Florida with satellite locations in Naples, Punta Gorda, and Pensacola. Valerie's House is a special place for children and families to connect with one another and learn the tools to heal after they have experienced the death of someone they love. With peer support groups, mentoring, and family support, the mission is to help children and families work through the loss of a loved one together and go on to live fulfilling lives. Our vision is that no child will grieve alone. For more information, go to [www.valereshouse.org](http://www.valereshouse.org)

### Summary:

The Chief of Staff is the right hand to the CEO, assisting with everything from working with donors, communications (both external and internal), helping with business strategy and budgets, and overseeing staff development and expectations. The number one expectation of the Chief of Staff is to lift responsibility from the CEO, in order to allow the CEO to get out of the inner workings of running the business, and instead focus her time on growing the reach of the organization.

The Chief of Staff should have a passion and an understanding of the impact of bereavement on children, teenagers and adults and be able to communicate that passion to others.

### Areas of Responsibility and Essential Duties:

- Meets with CEO weekly, determining CEO's schedule, priorities, helping prepare for meetings, and confirming appointments.
- Takes lead on CEO's schedule, communicating with external and internal requests.

- Leader with donors and supporters of Valerie's House, meeting with supporters, developing and strengthening relationships with community, and working with CEO to determine next steps in making the ask for future funding.
- Works with internal staff, helping manage expectations for CEO's direct hires. Establishes goals and strategizes for future hires. Helps determine what is working, and what is not working for the business.
- Helps manage Board of Directors and annual strategic planning retreats.
- Helps manage the growth and sustainability of Valerie's House chapter expansions across the state.
- Helps develop processes and best practices for the business operations using the EOS model.
- Intercepts potential problems for CEO and acts as barrier for those problems.
- Knows the internal team intimately, including their needs and communicates to CEO regularly on those needs.
- Self-motivated and works independently, sets up various meetings and tours with prospective supporters while making introductions with CEO to share the story and passion for Valerie's House.
- A public representation of Valerie's House at various events, meetings and other high-profile engagements deemed beneficial for Valerie's House to be in attendance.
- Works with Communications Coordinator to oversee donor communication including thank you letters, bi-monthly eblasts, direct mail pieces, fundraising marketing materials and other communication tools to keep donors engaged and abreast of Valerie's House happenings.
- Works to provide direction and guidance and needed information to Grants Coordinator.
- Helps develop strategy to communicate with donors who are interested in making Valerie's House a part of their will/estate.
- Incorporates Annual End of Year Giving Ask via phone calls, eblast and/or mail.
- In coordination with the CEO, acts as a spokesperson for the agency to the media and others in the community, articulates the Valerie's House mission and program offerings, works with PR firm to send out press releases when needed.

### Requirements:

- A Bachelor's degree is required.
- A proven track record with a minimum of five years' experience in non-profit and or business operations and sales/fundraising with measurable results is required.
- Flexibility in schedule to work evenings and weekends is required.
- An understanding of the impact of bereavement on children, teenagers and adults is preferred.

- Must be able to use the computer to create professional documents and reports using current word processing and report building software.
- Must be able to learn new computer programs and utilize these programs to support Valerie's House administrative and program needs.
- Must have a valid Florida Driver's License and a personal vehicle for work related travel.
- Must have the ability to travel extensively throughout Southwest Florida.
- Must be able to lift up to 5lbs of program supplies and office-related materials.

Competitive salary including health and retirement benefits. Relocation package available.

Interested applicants please email resume with salary requirements to [careers@valerieshouse.org](mailto:careers@valerieshouse.org).