

Afterschool for Children and Teens Now Coalition (ACT Now)

Position Title: Chief of Staff (CoS)

Location: Chicago, Illinois

Job Type: Full-Time

[Afterschool for Children and Teens Now Coalition \(ACT Now\)](#) is seeking a highly motivated individual to join our dynamic team as Chief of Staff.

ACT Now is a statewide coalition that advocates for access to quality and affordable afterschool and community school programs for youth in Illinois. Our coalition is made up of a wide range of members, including families, educators, elected officials, community and youth leaders, and program providers. We are funded by the C.S. Mott Foundation and are the Statewide Afterschool Network in Illinois, with a counterpart in each of the 50 states. Our offices are based in Chicago, Illinois. We are open to hybrid work within the State of Illinois, with required in-office workdays each month.

Position Summary:

The Chief of Staff (CoS) role is a senior leadership position responsible for supporting the ACT Now's internal leadership and ensuring ACT Now's external boards and/or leadership committees run smoothly and efficiently. The role typically involves overseeing the day-to-day activities of the Executive Director, supporting and implementing the vision of ACT Now's leadership, streamlining communication, managing full-staff meetings and departmental projects, and providing external stakeholder support. With this context, the CoS would focus on the following key areas:

Strategic Executive Support

- Completes a broad variety of administrative tasks for the Executive Director including managing an extremely active calendar of appointments; composing and preparing correspondence that may be confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Plans, coordinates, and ensures the Executive Director's schedule is followed and respected
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response

Leadership Liaison

- Serves as a liaison between the executive team, Deputy Directors, and external stakeholders (e.g. funders, state agencies, community organizations)
- Assists in coordinating and facilitating all-staff meetings alongside the Deputy Directors and general staff personnel
- Serves as a point of contact and escalation for challenges that arise within the organization; addressing any urgent issues or crises within the Network ensuring a quick resolution

Project Management and Communication

- Coordinates the scheduling of meetings for the Executive Committee and Leadership Team and develop agendas and formalized meeting minutes
- Assists in the development of strategic plans in collaboration with the Executive Committee, Leadership Team, and Executive Director
- Tracks progress and ensure alignment with the organization's long-term goals and mission
- Collaborates with senior leadership to prioritize key initiatives and ensure deliverables are achieved in an efficient and effective manner
- Communicates directly, and on behalf of the Executive Director, with members, foundations, funders, and others, on matters related to Executive Director's programmatic initiatives
- Represents the organization and/or the Executive Director at external events and meetings
- Supports the Network's advocacy initiatives
- Supports the writing and execution of grant applications
- Develops and sustains strong external partnerships

Qualifications:

- Bachelor's degree in external affairs, communication, marketing, policy, nonprofit management, and/or a related field; and/or equivalent of three years of work experience
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, committee members, and external partners such as Coalition members, and funders
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Knowledge of afterschool program and youth development is a plus
- Experience with Adobe Suite and Microsoft 365 products
- Highly resourceful team-player, with the ability to also be effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Experience interacting with and supporting individuals from a variety of backgrounds
- Ability to travel across the state with and/or on behalf of Executive Director

Compensation

Salary is commensurate with experience and ranges between \$70,000 and \$78,000. ACT Now offers a generous benefits package, including health, dental, and disability insurance, parental leave, and paid time off.

Application Process

Interested candidates should submit a resume with GPA, relevant coursework, and work experience; cover letter, and three professional references to Emma Giamberdino (Deputy Director of Policy, Communication, and External Affairs) at spencere@actnowillinois.org by April 30, 2025. Please include “Chief of Staff Application” in the subject line. Please ensure to specify your available start date. Applications will be reviewed on rolling basis. This position is to be filled as soon as possible, and early applications are encouraged.

ACT Now is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage individuals from underrepresented backgrounds to apply and help us create positive changes in education for all children and youth across the State of Illinois.