



Position: Chief of Staff

Reports to: Founder & CEO

Location: Primarily remote with occasional travel

Status: Full Time, Exempt

The role

The Chief of Staff drives cross-functional collaboration and serves as a key strategic partner to the CEO, ensuring the organization's mission and growth priorities are effectively executed. This role oversees and coordinates high-impact initiatives across the organization, including strategic planning, funder cultivation, and advisory board management and leads special projects that advance organizational growth and mission impact.

Your key responsibilities

- **Strategic Direction and Growth:** As a member of the leadership team, contribute to the development of Learning Heroes' future strategy and direction. Actively participate in Learning Heroes' weekly strategy meetings and lead the planning of executive team meetings and strategic planning sessions/retreats. Serve as a thought partner to the leadership team on organizational strategy, culture, and operational challenges. Stay abreast of learnings and insights from across the education field that can help shape the direction of Learning Heroes' growth and strategic direction.
- **Grants & Development:** With an eye towards long-term sustainability of the organization, work closely with the leadership team on fundraising and development, including: drafting, editing, and submitting concept papers, grants, proposals, and scopes of work; supporting ongoing relationships and communications with current and prospective funders; tracking grant metrics, expenditures, and work performed against grants; and ensure submission of compelling and timely reporting of grant-related obligations.
- **Advisory Board:** Working closely with the leadership team, coordinate Advisory Board meetings, materials, and follow-up actions to help ensure Learning Heroes optimizes the contributions of advisory board members to inform the future of the organization. Support recruitment, onboarding and ongoing engagement of board members.
- **Project Management of Strategic Initiatives:** Manage special projects and cross-functional initiatives, as needed and directed by the CEO. Coordinate internal communication and ensure leadership alignment on priorities and decisions. Identify process improvements to increase organizational efficiency and effectiveness.

Responsibilities shared by all Learning Heroes team members

- **Cultivate and retain relationships with partners** nationally and in communities across the country on behalf of Learning Heroes and be able to speak to our content and research.
- **Engage in opportunities to be proximate** with the families, educators, and communities Learning Heroes works with, including Title I schools in under-resourced communities and “boots on the ground” community partners.

Skills & abilities you bring

- Excellent written and verbal communication skills, with a keen eye for detail and a track record of crafting compelling proposals, decks, and other communications.
- Strategic thinker with a results-oriented mindset and ability to drive cross-functional initiatives from concept to completion.
- Passion for education and a commitment to the mission of Learning Heroes.
- Exemplifies Learning Heroes' values of equity, excellence, mission, partnership, and joy.
- An entrepreneurial spirit who enjoys working in a fast-paced, dynamic environment managing multiple projects.

More about the position

This role is virtual with limited travel and occasional in-person meetings. Preference may be given to candidates in the Washington, D.C. metro area. The salary range for this position is \$100,000 - \$120,000. A generous comprehensive benefits package includes an employer contribution to health, dental, and vision insurance, employer match on 401k contributions, paid holidays, and paid time off.

How to apply

Email your resume and brief cover letter as a PDF to careers@learningheroes.org.

Learning Heroes is fiscally sponsored by Global Impact which oversees all of our HR, compliance, contracting, and finances. Global Impact is an Equal Opportunity Employer. We believe that diversity within our staff contributes to our team's effectiveness and to our overall success.

We prioritize finding the best candidates, whom we know do not always come from traditional backgrounds. If you are interested in this position but do not meet all the listed qualifications, please still apply.

This position will remain open until the role has been filled.

For more information, visit our [website](#) or follow us on [LinkedIn](#).

Who we are

[Learning Heroes](#) follows the evidence that when families and educators team up as learning heroes, students, schools, and communities thrive. Founded in 2014, we [partner](#) with states, school systems and education organizations to accelerate home-school partnerships grounded

in trust and centered on student learning and well-being. As a national thought leader, we lift up the experiences of families and educators across the country to catalyze the scale of research-based strategies, reaching millions of families, educators, and leaders each year with our [research](#), [resources](#), and [communications](#). Our diverse, passionate [team](#) of social entrepreneurs are encouraged daily to create, innovate, challenge, and grow as we live out our values of equity, excellence, mission, partnerships, and joy.

Global Impact is the fiscal sponsor of Learning Heroes. Global Impact is a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs, offering advisory and infrastructure services to nonprofit, public, and private sector clients. Global Impact's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. Global Impact is part of Global Impact Ventures, a family of mission-driven organizations that serve philanthropy for a better world.