

# Chief of Staff

## Education Strategy Group

Washington, D.C.

Salary: \$125,000 - \$150,000

### About ESG

Education Strategy Group (ESG) is a mission-driven consulting firm that works with America's education, business, and civic leaders to expand economic opportunity and mobility by increasing educational attainment. We support the preparation, entry, and success of individuals from K-12 through postsecondary education to build a more equitable system, open economic doors for all, and strengthen our democracy. ESG specializes in strengthening the transition points that have the highest stakes for youth and adults and the highest benefit for states, communities, and economies. We are driven by the conviction that a robust education system aligned with workforce demand leads to a stronger, more equitable society.

Education Strategy Group has established an ambitious Greater Impact Plan to define and drive our work to strengthen the nation's education and workforce systems while building a strong and sustainable organization. Within this plan, ESG has made increasing postsecondary attainment its north star, with a specific emphasis on increasing attainment rates for students of color and those from low-income backgrounds. Setting clear expectations for students leaving high school, building high-quality pathways that facilitate students' transitions, and creating appropriate advising structures and capacity to help students navigate their journeys are all fundamental to raising postsecondary attainment rates and advancing economic mobility, particularly for groups that have been underserved based on their race, ethnicity, and/or socioeconomic background.

In 2025, ESG will begin developing a new strategic plan that will allow us to reflect on our progress and set a new course for our work and our impact across the nation. We are committed to expanding our work with K-12, higher education, policymakers, and employers to build stronger talent pipelines and ensure economic opportunity and mobility for all.

### Position

The Chief of Staff will support the CEO and executive team and help drive the Greater Impact Plan and company-wide strategic initiatives and deliverables forward. The position will report to the CEO and will be responsible for integrating and executing multiple business-critical objectives while galvanizing engagement with internal and external stakeholders. The successful candidate will be mission-driven, proactive, collaborative, and a strong multi-tasker.

## DUTIES AND RESPONSIBILITIES

**The Chief of Staff's primary duties and responsibilities will include:**

### **CEO Priorities**

- Work with the CEO to establish, drive, and monitor strategic organizational priorities.
- Act as a sounding board for CEO's ideas, capturing, pressure testing, and organizing them into actionable plans and professional outputs.
- Strategically manage CEO's priorities, ensuring appropriate engagement in both external and internal work.
- Lead special projects and advance organizational goals for the CEO.

### **Organization Strategy**

- Collaborate with the CEO and executive team members to develop and execute ESG's five-year strategic plan, including an annual strategy refresh process.
- Organize and sequence strategic plans into actionable, clear, and outcome-oriented deliverables.
- Ensure the strategic planning process is adequately prioritized, monitored, prepared, and delivered.
- Deliver solutions to regular and ongoing business-critical challenges as they are identified.
- Proactively drive collaboration across portfolios to create efficiencies and synergies.

### **Organization Alignment**

- Coordinate the work of the executive team, including developing weekly and quarterly meeting agendas, following up, and monitoring ongoing priorities.
- Coordinate the executive team's engagement with the broader team of ESG managers, including planning for quarterly leadership team meetings and facilitating ongoing communications.
- Plan and lead the execution of regular company-wide retreats and meetings, including agenda development, session preparation, logistics, and appropriate follow up.
- Support the CEO in driving critical cross-organization priorities that require the engagement of leaders or staff from across portfolios.

### **Relationship Stewardship**

- Support the CEO and executive team in cultivating client and partner relationships to expand ESG's opportunities and strengthen our reputation in the field.
- Drive and mine the company's CRM to expand relationships and ensure coherent approaches to stewardship across the organization.
- Work with the organization's leaders to identify new partnerships and relationships worth pursuing and facilitate processes to enable outreach and engagement.
- Support the CEO in stewarding his external relationships, including prioritization, planning, and follow-up from engagements with partners, clients, and other stakeholders.

**The ideal candidate for the Chief of Staff position possesses these attributes:**

### **Strategically Minded**

You will grasp the organization's goals and understand how to move them forward. You are good at making connections and recognizing opportunities for alignment. You will exercise good judgment when facing new opportunities, conflicting priorities, and difficult decisions.

### **Proactive and Results-Oriented**

You will take on new opportunities and tough challenges with a sense of urgency, optimism, and professionalism. You plan ahead and keep an eye on the future, anticipating needs, opportunities, and conflicts.

### **Business Savvy**

You understand the priorities that are critical to the organization's success and are able to support the CEO in identifying, balancing, and addressing those needs. You are poised with a positive and confident presence, are able to represent the CEO's interests while building relationships with others, and can maintain a high level of workplace discretion.

### **Organized and Self-Starter**

You can manage a large workload and balance competing priorities. You are self-motivated and can manage your own workload, producing results without reminders or daily supervision.

### **Collaborative and Solution-Focused**

You will build partnerships and work across the organization to meet shared objectives and deliver efficient solutions. You are a good team player, respectful of others roles and contributions, able to delegate and both give and take direction.

### **Comfortable with Complexity**

You will make sense of complex, high-volume, and sometimes contradictory information to effectively solve problems. You are comfortable working in the midst of fluidity and ambiguity, able to read other people and situations.

### **Additional Attributes**

You have 10-15 years of relevant professional experience.

Preferably, you have an understanding of local, state, and/or federal education policy and program issues.

## COMPENSATION AND BENEFITS

- Competitive compensation between \$125,000 - \$150,000 with bonus potential of up to 10% of base
- Comprehensive health insurance, flex spending, short/long-term disability, parental leave, and retirement plan with company match
- Generous time off benefits; vacation, sick, company holidays, and volunteer days

## LOCATION

ESG has a home base in Washington, DC. and staff working virtually in cities across the country. The Chief of Staff role will require 2-3 days per week in the DC office.

*ESG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

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