

Position: Chief of Staff

Reporting to: Chief Executive Officer

Location: Lagos, Nigeria

Employment Type: Full-time

Start Date: Immediately

Position Summary

Teach For Nigeria seeks a Chief of Staff to provide critical, high-level support to the CEO and help advance the organisation's strategic priorities. The chief of staff is a critical lever in providing strategic and administrative support to the CEO, through managing key internal and external correspondence, pulling together cross-functional groups that can move forward the priorities of the organisation, and ensuring alignment between the priorities and time allocations of the CEO. This individual works frequently with the organisation's senior leadership, executive directors, and staff across all functional areas of the organisation to manage projects and provide strategic support. This position provides an unparalleled opportunity for individuals with superior critical thinking, organisation, communication, and relationship-building skills to help the CEO maximise Teach For Nigeria's current impact and future growth while gaining an in-depth understanding of the organisation's operations.

Due to the high-stakes nature of this position, the chief of staff must demonstrate exceptional judgement, professionalism, and poise at all times.

Team Overview

The office of the CEO assumes overall accountability for the organisation and for maximising its current impact and future growth. The office is responsible for working with the Board of Trustees and staff leadership to chart the organisation's strategic course, support the senior team in reaching its goals, engage and cultivate allies for its mission, foster a strong organisational culture and strategic alignment throughout its teams and offices, and maximise the Board's support and governance of the organisation. The office of the CEO also coordinates with Teach For All, the global network for expanding educational opportunities.

Responsibilities

Responsibilities will include but are not limited to:

- Drafting key internal and external communications, including the CEO's email correspondence for high-level matters.
- Overseeing the office of the CEO's operations, including managing the CEO's executive assistant and driving the Senior Leadership Team's annual financial budgeting process.
- Setting the strategic direction of the CEO's calendar to ensure that it aligns with her priorities, including vetting and evaluating speaking requests from external constituents.

- Serving as a key contact to staff teams, particularly as it relates to fielding questions, coordinating projects, and downloading key information.
- Managing and supporting initiatives owned by the office of the CEO, including the creation of the organisation's five-year growth plan, and tracking the delivery of other special projects.
- Anticipating and managing the preparation needs of upcoming meetings and events.
- Acting as a "jack of all trades" to the CEO.
- Representing the CEO internally and externally as needed.

Education and Experience

- Bachelor's degree required.
- Completion of NYSC.
- Work experience proven to add to this role is required.
- Knowledge of Teach For Nigeria preferred.

Knowledge, Skills, and Abilities

- Exceptional verbal and written communication skills.
- Exceptional judgement, strong initiative, and a quick learner.
- Poise, confidence, and maturity in interacting with key stakeholders.
- Highly competent and detail-oriented in executing tasks.
- Highly efficient with the ability to manage a significant volume of diverse tasks, activities, and projects, including both tactical and strategic projects.
- Strong strategic thinking and analytical skills.
- Ability to build strong relationships and work with individuals at all levels of the organisation.
- Ability to be flexible and take an optimistic approach to work.
- Excellent knowledge of Microsoft Word, Excel, and PowerPoint.

Chief of Staff Key Priorities

Executive Team Operations

- **Ensure that the CEO's time is maximised and spent on those activities that drive forward her priorities, which are to:**
 - Galvanise continued progress towards the vision, mission, intended outcomes, and aligned operating approach.
 - Build an understanding of and support for this strategy across and beyond the network.
 - Ensure we develop a path to achieving this strategy sustainably, through accessing the resources we need for Teach For All and partners and allocating those resources effectively.
 - Build Teach For Nigeria's leadership strength, diversity, and inclusiveness, fostering the culture and ways of working necessary to fulfil the mandate of the transitioning network.

- Foster a strong network through building strong network relationships and a responsive central organisation.
- Contribute to the Teach For All and Teach For Nigeria education ecosystem through sharing learnings and perspectives.
- Further strengthen governance bodies, including the Board of Directors and the Ambassadors.
- Manage an effective scheduling and support team comprised of the CEO's Executive Assistant and the Chief of Staff
- **Ensure that the CEO's travel is thoughtfully and sustainably managed:**
 - Work across teams to assess competing priorities for the CEO's travel.
 - Gather input on travel needs and proposals.
 - Collaborate with the Executive Assistant to create a comprehensive travel calendar for the CEO's review.
- Support internal teams and external stakeholders, where appropriate, to maximise the CEO's participation in trips or events.
- Oversee the team's allocated funds for events and ensure expenditures are cost-effective and aligned with the team's mandate.

Governance & Advisory Bodies

- **Ensure strong engagement of and fiduciary oversight by Teach For Nigeria's governance and advisory bodies**
 - Lead the planning and project management of the Board of Directors (including committee) meetings
 - Partner with the CEO and Chair to identify topics at the right intersection of Teach For Nigeria's most strategic questions and Board members' expertise.
 - Project manage and directly prepare all meeting materials - including agendas, the Management report, committee reports, strategic pre-readings, and all other material necessary.
 - Liaise with the Company Secretary to send key correspondence to the Board on behalf of the CEO and Chair.
 - Serve as the staff liaison to the Board Committees
 - Partner with the CEO and Committee Chair to develop meeting agendas.
 - Prepare all meeting materials.

- Project manage our Board development efforts - including keeping track of member terms, as well as researching and advancing prospective Board members.
- Lead on celebrations for Board transitions.
- Record committee meeting minutes.

- Project manage Board and Ambassador participation in network conferences and opportunities.
- Manage the Board Professional Development fund.

- **Facilitate documentation of all governance and advisory bodies' processes**
 - Facilitate the documentation of all Board processes, including but not limited to: Board member selection, election of Board Chair, onboarding, committee allocation, and election of committee Chairs.
 - Facilitate the documentation of all Ambassador program processes, including but not limited to: Ambassador nomination and selection, Ambassador function, and transition.
 - Coordinate the sharing of this information with TFNx network partners as and when necessary.

Organisational Culture & Coherence

- **Contribute to growing Teach For Nigeria's impact and continually strengthening organisation-wide effectiveness, culture, and coherence**
 - Partner with stakeholders across the organisation to plan, design, and deliver highly effective annual reflections on our Intended Outcomes, Core Values, organisational goals, and priorities.
 - Plan and design meaningful quarterly organisation-wide forums (townhalls) that serve to build community, build shared consciousness and understanding, and provide space for reflection as we endeavour to advance our work, by identifying topics and call hosts, developing and project managing session plans, and highlighting staff celebrations and important announcements.
 - Partner with the Operations Director and the Impact team to strengthen organisation-wide systems and processes.

CEO Communications

- **Draft effective, strategic written communication for the CEO to internal and external stakeholders**
 - Draft CEO's monthly and quarterly "community email" to Teach For Nigeria's key internal and external stakeholders.

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- Draft correspondence to network partners following the successful launch of TFNx.
- Draft key correspondence between the CEO and important external stakeholders.
- Draft correspondence to the Board of Trustees and Ambassadors.
- Draft other ad hoc strategic communications.

Ad hoc Strategic Support

- **Provide ad hoc strategic support to the CEO**
 - Serve as a partner to the CEO for various strategic projects and issue management, including providing project management, cross-team coordination, and communication support