



Job Description: Chief of Staff

Descriptive Summary

[Legado](#) is an innovative, women-led organization made up of an interdisciplinary team of biologists, social scientists, development experts, and conservation entrepreneurs working together to design and implement an effective and sustainable collective action model to drive locally-led solutions for indigenous peoples and local communities on the front lines of climate change. Legado currently works in Mozambique and Northern Kenya and is expanding to Latin America in late 2022.

The Chief of Staff (CoS) will be part of Legado's senior leadership team and serve as lead for strategy and operations. This full-time position will begin in November 2022 and they will work remotely as part of Legado's global team. Key qualities include a can-do spirit, the ability to work both at a micro and macro level, and true passion to create and innovate with a team of like-minded individuals who believe in the power of legacy to transform the world.

Estimated Level of Effort (LoE) breakdown:

- Strategy and Organizational Development: 40%
- Organizational Support: 35%
- Operations: 25%

Reports to: Executive Director

Supervises Key staff as necessary for effectiveness

Coordinates with: Director of Thriving Futures, Director of Community Solutions and Impact, Impact Lead and Coordinator, Program Managers

Key Competencies

- Excellent leadership skills and ability to operate as both a generalist and a specialist
- A talent for high-level and strategic thinking, synthesizing complex information, and communicating complicated information in a straightforward way
- The ability to work efficiently and effectively and help teams get projects over the finish line
- High capability to work agilely and dynamically

Experience Requirements

The ideal candidate has a selection of the following in that they meet at least one, and ideally more than one, of the following criteria:

- A minimum of 10 years experience in the development and/or conservation sectors with a preference for a background in social change organizations

- A minimum of 10 years in leadership roles and experience managing remote, culturally diverse teams
- Facilitation expertise and a minimum of 5 years working closely with indigenous peoples and local communities (IPLCs), preferably in Africa or Latin America.
- A minimum of 5 years in leading strategy and scaling and monitoring impact for organizations

In addition, all candidates should have:

- 10 -15 years of progressive responsibility during which candidate demonstrated a high degree of initiative and experience being a generator of projects and programs
- Deep experience with presenting and reporting on impact, cultivating and stewarding partnerships and donors, and grant writing
- Willingness and ability to travel internationally, as needed, to help drive Legado's work and partnerships
- Education in a relevant field with a preference for an advanced degree
- Fluency in English; fluency or proficiency in Spanish and Portuguese is highly desired

Location and Hours

- 40 hours/week
- The CoS must be available to work on US Central or Eastern time in addition to meetings and coordination with Legado's global team (there is some flexibility on meeting times). Work on some weekends or evenings may occasionally be required to help monitor program activities or coordinate with partners.
- Most work will be accomplished remotely from a home office.
- There may be opportunities for travel to Legado sites in Kenya, Mozambique, or other locations in Africa or Latin America.

Core Functions

Strategy and Organizational Development (40%)

- Direct Legado's evolving work and strategy in collaboration with the senior leadership team. Coordinate with the Thriving Futures program team to stay on track for program delivery and impact, garner relevant metrics and update research and development learning questions.
- Communicate Legado's work, strategy, and trajectory to the Board of Directors, partners, and donors using decks, written reports, and oral presentations.
- Stay abreast of latest research on strategy and scale in the social innovation and other relevant sectors and synthesize and utilize research as necessary to advance Legado's work.

Organizational Support (35%)

- Support the Executive Director in communicating Legado's strategy and programs through various communication channels (oral presentations, decks, website, social media, etc.)
- Represent Legado, as requested, at professional conferences, donor functions, board meetings, and at regular Town Hall online events
- Develop new initiatives in collaboration with the team to support the strategic direction of the organization

Operations (25%)

- Oversee all aspects of Legado's operations, including coordination of the global team (e.g., travel logistics, expense reporting, contracts), workflow systems
- Support the Executive Director in developing and managing budgets and internal policies
- Keep internal Operational Manual up to date
- Lead communications with staff on operational matters and conduct trainings as necessary

Additional Winning Behaviors, Competencies, and Skills

- An understanding of ethical business practices and a commitment to aligning personal behavior with these standards and to encourage this behavior in others
- A commitment to developing and maintaining positive working relationships with others, both internally and externally, to achieve the goals of the organization
- A work style and leadership approach that brings out the best in others and positively influences others to achieve results that are in the best interest of the organization
- Strong alignment with Legado values: we live legacy; we connect human-to-human; we see everyone as a leader; we create a culture of integrity, we commit to our Justice, Equity, Diversity, and Inclusion (JEDI) journey, and transformation is our strategy
- A commitment to human rights and to community-led, integrated approaches within conservation