



Chief of Staff

The Eleanor Crook Foundation (ECF) seeks a Chief of Staff to support the operationalization of the Foundation's strategic plan, including the day-to-day management of team deliverables and operations of the Foundation. Reporting to the Managing Director, the Chief of Staff will oversee high-level initiatives, strategic planning and execution, and ensure that key priorities stay on track across the Foundation. They will work alongside the Managing Director to facilitate information flow across the growing Foundation team, ensure deliverables are executed in a timely fashion and to a high standard, and to work with the ECF Senior Executive Assistant to drive forward operational priorities (including financial management, organizational HR policies, etc). They will also be principally responsible for developing reports to ECF's Board of Directors, external funders, and other stakeholders. While the Chief of Staff will not immediately have direct staff management responsibilities, they will lead cross-team projects and processes and they will have the authority to oversee execution of the organization strategic plan. This is an opportunity to engage on pressing policy issues and gain significant project management and organizational operations experience while advancing the Foundation's efforts to fight global hunger and malnutrition. This position is based in Washington, D.C.

Responsibilities will include:

- Support ECF's Managing Director in all aspects of day-to-day management of the Foundation, from execution and operations to problem solving and strategic planning.
- Provide oversight and direction of ECF's strategic planning processes, working alongside the ECF Senior Leadership Team to ensure a nimble, flexible, and comprehensive effort to set organizational objectives and monitor progress towards those goals.
- Lead annual budgeting processes, including ensuring that ECF's program teams are developing and dynamically tracking program budgets that are aligned with ECF's overall Board-approved budget.
- Lead annual performance management processes, including ensuring that team workplans are aligned with ambitious objectives and executing a system to monitor progress.
- Manage significant priority projects, including consultatively developing project plans for cross-team priorities and working alongside ECF's Senior Leadership team to ensure that projects proceed as planned and to a high-quality standard.
- Oversee and execute ECF operational functions, including, for example, ensuring ECF grants and contracts are executed in a professional and timely manner; updating and implementing world class HR and financial policies; oversight of financial payments and payroll; and other core functions.
- Lead regular outreach to ECF stakeholders and funders, including the ECF Board of Directors and partner philanthropies.
- Represent the Managing Director in internal and external meetings and with prospective partners.
- Engage in other special, cross-team projects and processes as assigned.

About The Eleanor Crook Foundation

The Eleanor Crook Foundation was founded in 1997 with a single goal: to eradicate global malnutrition. We are a well-renowned leader in global health, food security, and foreign



assistance, and we're working to scale the most cost-effective interventions to address malnutrition. Achieving sustainable scaling of these high impact interventions requires evidence, global and national systems reform, and increased financing. To support this, we invest across the spectrum of implementation research, policy analysis, and advocacy.

Our role extends far beyond grantmaking; we leverage our expertise and voice to advance the fight against global malnutrition. We are an active investor and our team of experts prides itself on being accountable and informed. We are conveners, innovators, and problem-solvers, seeking to upend the status quo by identifying roadblocks to progress and brokering solutions.

In 2017, the Foundation pledged \$100 million towards the elimination of global malnutrition. We're well ahead of schedule to meet that commitment. And, in 2023, the Eleanor Crook Foundation was awarded \$25 million through Open Philanthropy's Regranting Challenge, an unprecedented opportunity to further accelerate our progress.

You might be a good candidate if:

- You love strategic planning. You know how to take the glimmer of an idea and turn it into a meaningful project plan, that outlines clear roles and responsibilities for relevant stakeholders and navigates conflicts created by competing priorities.
- You have familiarity with and a desire to learn more about managing an organization's operations. This includes everything from HR to finance to payroll and beyond. You know how to ask strategic and smart questions. You understand the sensitivity of these issues at a micro and macro level, and you can navigate sensitive issues diplomatically. You understand there is no room for error when it comes to managing an organization's operations.
- You love cross-team work and you understand how to build partnerships to achieve nimble impact. By nature, this role will need to develop a strong partnership with program directors and staff across the Foundation and advise the Managing Director to navigate and resolve issues that arise. This might include areas where additional clarity is needed to be maximally effective or where progress is lacking. You're excited by the fact this is a new position for the Foundation.
- You are able to develop executive-level communication. You know how to communicate to your audience, and you take pride in knowing that your communications are clear, succinct, and compelling.
- You know how to manage high-performing teams.
- You have an ability to step back from current practice and imagine future frontiers. You're willing to assess opportunity even when it stands against the status quo and you like the challenge of inspiring action in others.
- You're willing to jump into the details of malnutrition programming and policy and can digest nuanced information and communicate it clearly to more generalist audiences. We don't expect candidates to have worked in global malnutrition before.
- You have a high level of interpersonal skills and cultural sensitivity, and you can effectively interact with all levels of U.S. and internationally-based partners and staff.
- You enjoy holding staff and partners to high standards of excellence, while maintaining a positive work environment.



- You can manage multiple tasks and projects and to meet deadlines. You are adept at managing competing priorities, holding internal teams and external partners accountable for ambitious deadlines, and building coalitions of the willing in the process.
- We would imagine but not require that a successful candidate has around 10 years of experience.

We don't expect or seek "perfect" candidates. We encourage all interested candidates to apply. If you are on the fence about applying because you are unsure whether you are qualified, we would strongly encourage you to apply.

ECF offers competitive salaries and excellent benefits. Please submit your resume, cover letter, and salary requirements to hire@eleanorcrookfoundation.org.

Note: We'll be reviewing applications on a rolling basis but expect to complete the first round of interviews in early September.