



## Chief of Staff

Scholly is looking for an experienced Chief of Staff to support our CEO and be his right hand. This exciting opportunity will have a direct impact on the company's strategic planning, operational analysis, and culture building. The Chief of Staff will serve as a surrogate for the CEO both internally and externally. This individual will also be working with the Executive team to ensure that business objectives are being met and that critical issues or questions are communicated to the CEO.

### Responsibilities:

- Support the CEO directly by working cross-functionally with multiple departments to manage projects.
- Provide internal communications support: drafting emails, reports, investment memos, internal and external communications, and/or social media posts.
- Oversee meeting preparation and planning – from scheduling the agenda to drafting presentations to taking notes – for important internal and external meetings.
- Attend frequent leadership meetings to assist with note taking and prioritization and follow-up with attendees to hold them accountable for deliverables.
- Plan leadership offsite, developing objectives and agenda, coordinating with multiple Executive Assistants on scheduling and logistics.
- Act as a key thought partner, brainstorming & identifying solutions to challenges.
- Assist the CEO in prioritizing his time and help tackle projects on his behalf.

### Requirements:

- Impeccable written and verbal communication skills; you will be the face of the organization for internal and external contacts, requiring you to exude professionalism.
- Strong knowledge & interest in tech, startups, and venture capital; you will have a first-hand look at what it takes to be the CEO of a top-tier, global VC firm.
- Minimum 5-7 years of professional experience
- Exceptional project management skills; a proven ability to take an idea from inception to completion while effectively and efficiently communicating with various departments
- Listens meticulously and can easily learn to communicate in someone else's "written voice"
- Strategic thinker & problem solver; you will be a brain trust for the CEO and leadership team, requiring the ability to think outside the box and proactively address issues
- Excels at building relationships and networks; influences others to achieve outcomes; strong emotional intelligence
- Steel-trap with confidential information; you will have access to information and contacts that will require the utmost confidentiality
- Must be passionate about this role, supporting the CEO, and Scholly's mission

If interested, please email us at [careers@myscholly.com](mailto:careers@myscholly.com)