



633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

Chief of Staff Position Description

Reports to: President & CEO

Supervises: Human Resources, Building Operations & Security

FLSA Status: Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 32 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

Position Summary: The Chief of Staff is a crucial member of the executive leadership team and will report to the Chief Executive Officer (CEO) and will work with the executive leadership team, governing board, and staff to define the NCNW's vision and direction. You will be responsible for planning and implementing strategies in human resources, facility operations and security to support the CEO in their organizational development activities, and address issues that may hamper growth and success.

The successful applicant should have proven experience as an organizational development specialist, Human Resource Development and building management with several years of management experience in a non-profit organization or a similar environment. You must be motivated, have the ability to solve complex problems, and have a passion for organizational success and NCNW’s mission.

Essential Job Functions

- Serve as a strategic advisor to the CEO/President and executive leadership team.
- Maintains and directs the daily operations of the business, including coordinating with human resources, facility building operations, security, and other office needs.
- Lead cross-functional strategic initiatives, facilitate special projects, and ensure action items are executed.
- Supports and advances strategic planning, policy development, and decision-making in collaboration with the CEO and executive leadership team.
- Promote team integration as well as cross-functional communication and collaboration.
- Researches and recommends new and revised policies and strategies as related to personnel management, building operations and security infrastructure.
- Oversees management of the NCNW Headquarters as a national historic site and the building’s operations.
- Creates and maintains systems and processes to streamline operations.



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- Establishes standards and procedures for hiring performance management, professional development, and succession planning.
- Ensures all personnel, facility and security practices are in alignment with current company policies and goals.
- Maintains accurate confidential files and data records.
- Evaluate performance by analyzing and interpreting data and metrics.

Experience and Qualifications:

- Minimum of 10 years of experience in the public, private, non-profit, or academic sectors.
- Minimum of 10 years in a management or supervisory role, leading, coaching, and mentoring staff, with experience demonstrating increasing responsibilities to the senior/executive management level.
- Respected expert with substantial knowledge and network related to social justice issues.
- Experience in building and maintaining partnerships with organizations, universities, and/or multilateral institutions.
- Outstanding interpersonal skills: ability to develop and manage productive relationships at all levels, establish trust and respond to members, partners, donors and board of directors and other colleagues in a thoughtful and helpful manner.

To apply- Please email at Jobs@ncnw.org with your resume and cover letter for consideration.