

Chief of Staff/Special Assistant to the President

About the Position

Erikson Institute, the nation's leading graduate school in child development, is seeking to hire a Chief of Staff/Special Assistant to the President. The Chief of Staff/Special Assistant will play a central role at Erikson in providing support to the President and the Board of Trustees at a time of high growth and innovation at this important institution in the early childhood field.

This position will assist the President in planning and coordinating the work of the Board of Trustees as well as with the implementation of Erikson's strategic plan. S/he will facilitate communication and maintain relationships with the Board of Trustees, Erikson staff and faculty leadership, key Erikson partners and collaborators. The Chief of Staff/Special Assistant will prepare the President for important meetings, speaking engagements, and other sessions and will work with the Institute's leadership team to expedite work, solve problems and to track progress on the President's behalf. S/he will be responsible for creating systems to manage and communicate key action items and for ensuring that internal stakeholders are briefed on decisions and updated on new developments as appropriate.

The ideal candidate will be knowledgeable about issues surrounding early child development, education and early education, have excellent interpersonal and writing skills, demonstrate ability to develop systems and solve problems, and be detail-oriented and comfortable working with senior executives both internally and externally.

Responsibilities:

- Coordinates the work of the Board of Trustees, including communications, meetings, retreats, briefings, orientation and stewardship; manages Board meetings and materials;
- Prepares the President for meetings and speaking appearances, including research and synthesis of information, preparation of briefing materials, and the organization of logistics in conjunction with the President's Executive Assistant;
- Coordinates the Office of the President's strategic communications in conjunction with the Chief Communications Officer; including writing correspondence and other communications in consultation and partnership with the Chief Communications Officer,

and coordinating with other Erikson leaders to communicate internally and externally on the President's behalf;

- Supports the President and leadership in the development of relationships with key constituents;
- Acts as liaison with Institute faculty and staff, Board and community leaders to provide service, ensure continuity in the president's relationships and communications with key stakeholders and to identify opportunities for continued improvement;
- Works closely with internal executive staff on strategic management and development of the organization with emphasis on employee engagement and leadership;
- Coordinates and supports a broad range of high-level projects including strategic planning and implementation of selected program initiatives; creates systems to monitor and ensure progress toward President-initiated activities;
- Responsible for all budgetary and financial planning in support of the President's office, including all expense management, budgeting, project/special initiative funding.
- Develops engaging, visually-appealing presentations;
- Represents Erikson at working sessions and events; and
- Performs other duties as needed in support of the President.

Qualifications:

- Master's degree or higher and significant experience and demonstrated track record in the child development, education, and/or social service field;
- Experience with the implementation of strategic plans;
- Experience in building relationships and engaging constituencies;
- Excellent communication skills, both oral and written, (clear and concise writing);
- Excellent with PowerPoint, Excel and Word;
- Ability to be highly collaborative, responsive, and a consensus builder;
- Highly organized with exceptional attention to detail excellent follow through;
- Experience in working collaboratively to pass obstacles and get things done;
- Ability to understand the needs and interests of leadership and key constituents to strengthen relationships between them and the organization;
- Ability to attend with or on behalf of the President as needed to meetings, conferences, and to track the development of projects that involve the President across the organization; and
- Discretion; ability to handle confidential and sensitive matters appropriately.

About Erikson

Founded in 1966, Erikson Institute is the nation's premier graduate school in child development. We improve the lives of young children and families through graduate and continuing education in child development, social work, and early childhood education, as well as through community programs and policy research. Erikson is accredited by the Higher Learning Commission. We offer a variety of employee benefits, including excellent health and dental plans, life/disability insurance, transit stipend, matching retirement contributions, and more. To learn more please visit:

www.erikson.edu/about/employment

Erikson Institute is an equal opportunity employer. We consider all applicants for employment without regard to race, color, religion, national or ethnic origin, gender, gender identity, gender expression, sexual orientation, marital status, age, disability, veteran status, or any other classes protected by federal, state, or local laws. In addition, Erikson Institute provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws (including during the application or hiring process).

To Apply:

Please email, fax, or mail a cover letter and resume to:

Chief Human Resources Officer
Erikson Institute
451 North LaSalle Street
Chicago, Illinois 60654
jobs@erikson.edu