



Chief of Staff Position Specification





Chief of Staff

Reporting To Chief Executive Officer

Location Remote (with travel to headquarters in Jacksonville, FL)

Background

Mission & Impact

The Monique Burr Foundation for Children (MBF) is a nonprofit organization dedicated to protecting children by providing the best comprehensive, evidence-based prevention education programs to grades Pre-K - 12. MBF Prevention Education Programs are comprehensive, evidence-based/evidence-informed, primary prevention programs based on polyvictimization research that educate and empower children, youth, and all relevant adults with information and strategies to prevent, recognize, and respond appropriately to child abuse (physical, emotional, sexual, and neglect), exploitation/trafficking, bullying, cyberbullying, and digital dangers. MBF programs are built on two foundational elements, the MBF 5 Safety Rules© and Safe Adults. MBF programs are developmentally appropriate and fun for kids while providing them with the language and understanding around how to keep themselves safe.



**1 out of 3 girls &
1 out of 5 boys**
will be sexually abused before
they reach age 18

**90% of child sexual abuse victims
know the perpetrator**

Today, MBF is a \$4M nonprofit and leader in prevention education with programs serving 2 million students each year - and since inception its programs have served 16 million youth globally. MBF reaches youth in 41 states, Washington D.C., and six other countries including Bermuda, Cayman Islands, New Guinea, Czech Republic, South Korea and Canada. Over the last five years MBF has reached 684,000 students annually on average across Florida alone and has provided prevention education curricula to over 10,000 schools, child advocacy centers, and other youth-serving organizations.



History of the Monique Burr Foundation

MBF was started by Edward E. Burr in 1997 on the anniversary of the death of Monique Burr, his late wife, to continue her legacy of child protection and child advocacy. The organization's strategies have evolved, but its core mission has remained the same - to protect children by providing the best comprehensive, evidence-based prevention education programs.

What We Do

Remove obstacles and barriers to prevention education.

Educate parents, guardians, and caregivers with strategies, courses, and resources.

Develop and provide evidence-based/trauma-informed personal safety curriculum.

Create safer communities for children and teens.

MBF Programs are trusted and supported by thousands of schools and have been delivered to 16+ million students in the U.S. and internationally.

Recent Highlights

In 2022, MBF recruited Tanya Ramos Puig to serve as MBF's Chief Executive Officer. Tanya brought to the organization three decades of leadership in the nonprofit space where she has been well known for her changemaking and youth advocacy. Tanya has brought renewed energy and focus to MBF. She has also increased the organization's fundraising and network of supporters, securing a significant partnership with Goya Foods, the largest Hispanic owned food company in the US. Additional highlights include:

- Developing and launching prevention programs for children in Pre-K years.
- Securing first-ever multiyear grants from the Ray & Kay Eckstein Foundation and Goya Foods.
- Piloting the [Inclusive Child Abuse and Victimization Prevention Education](#) project for children with special needs.

MBF Partners



You may learn more about MBF's [programs](#) and related offerings online, including their, [Bullying Prevention Month Toolkit](#) and lesson plans, [Resources for Parents](#) and free [Webinars](#).



The Role

Scope and Responsibilities

MBF is seeking a highly strategic and motivated individual to join the executive team as Chief of Staff (COS). This position is responsible for partnering with the MBF's CEO on the roll out of strategy and growth, management of key relationships, and oversight of staff.

Reporting to the CEO, the COS will serve as a liaison with the MBF's senior leaders and staff, and support engagement with the Board and staff. This individual is responsible for supporting the CEO in all aspects of their work to maximize performance as CEO. The COS will be a strategic partner in the roll out organization-wide initiatives and the pursuit of innovation, working with the CEO to establish goals, KPIs, and ensure follow-through. The COS will be a thoughtful and energetic internal leader who will work collaboratively and cross-functionally to prioritize activities of the executive and ensure that the MBF's short and long-term goals are met.



Specific Responsibilities

- Work across MBF to support and advise organization-wide projects that support short and long-term growth. Provide support to develop and enhance processes to ensure efficiency and effectiveness. Oversee cross-functional initiatives; establish internal milestones, ensure follow-up, work with the team on goal setting and KPIs, and help drive key decisions.
- Manage the preparation of strategic meetings including planning sessions; coordinate follow up; act as the CEO's proxy at meetings and/or gatekeeper of communications.
- Identify the needed companywide procedures and innovations, work to improve existing processes.
- Help evaluate strategic business initiatives, help evaluate feasibility, potential for impact, and develop corresponding SOPs.
- Serve as a partner to the CEO in developing key communications such as reports, pitch decks and presentations.
- Support the CEO's involvement in fundraising, including major donor engagement and events.
- Ensure that the CEO is briefed and has key background information on partners.
- Ensure the CEO's involvement in project or decision-making processes takes place when input and authority are most needed; liaise with other department heads/staff to ensure effective workflow.
- Manage the CEO's calendar and coordinate agendas for key meetings with external stakeholders, the Board, senior management team and other staff.
- Work with the CEO's administrative staff to prepare the CEO for her weekly schedule and enable her to be external facing.
- Provide leadership of the CEO's administrative support; advising on schedule, travel, and correspondence, and other related administrative tasks; trouble shoot and help the administrative team prioritize.
- Work with CEO and senior leaders to prepare for board meetings.
- Provide leadership and oversight on HR function (interview process oversight, new hire onboarding, year-end reviews, annual, org-wide and individual goal setting) oversight and coordination of in-office weeks and staff retreats.
- Provide and support strategic partnerships across departments
- Support the annual budget development process and provide high-level oversight over Florida State Grant deliverables.



- Provide grant management oversight.
- Oversee the staff and budget of the Jacksonville office and contribute to the management of operations in partnership with the Finance Department.
- Foster an environment of trust where staff feel connected and respected. Recognize and respect individual differences.

Key Selection Criteria

The successful candidate will be an energetic, solution-oriented strategist and partner with strong relationship management and communication skills, as well as integrity and commitment to the MBF's mission. The ideal candidate is a strategic leader who is capable of handling complex situations and multiple responsibilities, mixing long-term projects with the urgency of immediate demands. They must also have the ability to act as a liaison between the CEO and staff.

Specifically, the successful candidate will possess:

- Bachelor's degree, advanced degree preferred.
- Three plus years of experience working with C-suite or Executive leadership; experience in a Chief of Staff or Senior Operations role or related senior positions in areas such as strategy or fundraising.
- Experience with operations and budget management.
- Experience leading cross-functional strategic initiatives, organizing and leading multiple teams and departments.
- Experience working with a dynamic CEO.
- Exceptional communication, a thoughtful and direct communication style.
- Prior experience with a non-profit preferred.

Personal / Professional Attributes

- Excellent relationship management and interpersonal skills: the ability to work effectively with MBF leadership and staff; sound judgment and diplomatic skills.
- Strong organizational skills, an ability to deftly managing multiple priorities in a fast-paced environment; an ability to juggle workflow changes and meet deadlines; comfort with ambiguity.
- Ability to exercise judgement and maintain confidentiality and professionalism.
- Strong problem-solving, mediation, relationship building and negotiation skills.
- Self-motivated, energetic, flexible, collaborative, and proactive.
- Creative, nimble and collaborative mindset.
- Exceptional verbal and written communication skills.
- Attention to detail as well as a high level of organization; an ability to handle multiple tasks with accuracy.
- High emotional intelligence and a sense of accountability, as well as a sense of humor.
- Ability to work occasional weekends and evenings.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- A deep commitment to the MBF's mission and an ability to quickly build knowledge of its work.

Compensation

Comprehensive health and other benefits. Salary will be commensurate with experience and potential for impact.



Application Instructions

To apply, please submit a cover letter and resume to Brian Shallcross at bshallcross@dhrglobal.com

Contact Information

Sara Garlick Lundberg

Managing Partner, North America - Nonprofit
New York, NY
+1 347-952-0277
slundberg@dhrglobal.com

Glenn Sugiyama

Managing Partner, Sports, Higher Education and Nonprofit
Chicago, IL
+1 312-752-5978
gsugiyama@dhrglobal.com

Brian Shallcross

Senior Associate
Chicago, IL
+1 630-730-4980
bshallcross@dhrglobal.com