

**Job title:** Chief of Staff

**Reports to:** CEO

**Location:** New York (Hybrid)

**Salary:** *The salary range for this role is between \$105,000 - \$132,000 USD for NY-based candidates. This range is inclusive of a performance-based bonus, which is based on both team and individual performance, and is paid out annually. Our salary ranges are determined by location, work experience, and the role.*

***To apply, please send your resume and cover letter to [careers@tent.org](mailto:careers@tent.org). Applications will be reviewed on a rolling basis, so we encourage you to apply as soon as possible. If your background aligns with our needs, a member of our team will be in touch.***

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**About the Tent Partnership for Refugees:**

With more and more refugees displaced for longer periods of time, businesses have a critical role to play in helping refugees integrate economically in their new communities. Tent was launched in 2016 by Hamdi Ulukaya, the CEO and founder of Chobani – a multibillion dollar food company in the U.S. – to mobilize global businesses to fill this gap by helping connect refugees to work. Today, Tent is a network of over 500 major companies committed to hiring, training, and mentoring refugees. Find out more at [www.tent.org](http://www.tent.org).

**About the role:**

Tent is seeking a highly versatile and organized Chief of Staff (Manager level) to work directly with the CEO and senior leadership team to drive execution on the organization's most important priorities. This role is designed for a strong generalist—someone who can lead cross-functional projects and serve as a trusted thought partner to leadership. The Chief of Staff will help ensure organizational alignment, support high-level governance and communications, and step into a wide range of critical workstreams as needs evolve. This is a role for which no task is too small nor too big. It's a unique opportunity for someone energized by problem-solving, collaboration, and shaping the internal engine of a mission-driven, fast-moving organization.

**Key responsibilities:**

**Cross-Functional Project Leadership**

Serve as a utility player, leading or supporting high-priority, cross-functional projects based on evolving organizational needs. Responsibilities include:

- Leading or supporting complex initiatives that span multiple functions, particularly those without a clear owner
- Conducting research and developing recommendations for strategic projects or emerging ideas

- Taking ownership of shifting work streams that require coordination, problem-solving, and momentum
- Driving and tracking progress on the CEO's top priorities to ensure alignment and execution across teams

#### Board & Advisory Council Support

Own the full lifecycle of engagement with Tent's Board and Advisory Councils to ensure smooth operations and strategic alignment. Responsibilities include:

- Managing logistics, scheduling, agendas, and follow-up for Board and Advisory Council meetings
- Preparing high-quality briefing materials and executive communications
- Coordinating communication and engagement between formal meetings
- Supporting the expansion and evolution of Tent's governance bodies with forward-looking planning

#### Internal Communication & Culture Coordination

Act as a central hub for internal communication and team building, helping connect the CEO, senior leadership, and staff with clarity and consistency. Responsibilities include:

- Translating executive thinking into clear, consistent messaging across the organization.
- Co-drafting sensitive or high-impact internal communications
- Tracking communication loops and follow-up to support alignment, transparency, and follow-through
- Reinforcing internal cohesion, trust, and cultural clarity through intentional messaging and engagement
- Planning and facilitating monthly all-hands meetings and coordinating internal events such as team retreats, happy hours, and holiday gatherings
- Designing and maintaining systems for recurring team rituals (e.g., staff spotlights, celebration moments)

#### Fundraising & Donor Engagement Support

Provide operational support on fundraising and external stakeholder engagement. Responsibilities could include:

- Supporting the Director of Development on preparation of pitch materials, grant reports, and other donor communications
- Coordinating logistics and follow-up for donor meetings and events
- Helping maintain a rhythm of engagement with key funders and partners

#### **Essential skills/experience:**

- 7+ years of relevant professional experience, ideally in fast-paced, high-growth environments like multinational companies or government.

- Full professional fluency in English, with excellent verbal communication skills.
- Proven ability to thrive in dynamic settings, with a strong learning orientation and comfort with ambiguity.
- Exceptional organizational and project management skills, with a track record of managing cross-functional initiatives.
- Demonstrated success supporting and collaborating with C-level executives, including strategic thought partnership and discretion.
- Outstanding writing and editing abilities, particularly in crafting clear, concise, and compelling communications.
- Strong analytical skills, including proficiency in Excel and comfort working with data to inform decisions.
- Excellent PowerPoint skills.

**Preferred skills/experience:**

- Knowledge of refugee issues, economic integration programs, or corporate social responsibility.

**Desired qualities:**

- Strategic thinker with an eye for detail and execution.
- Collaborative team player who supports and elevates others.
- Entrepreneurial spirit — excited to build systems, test new ideas, and iterate.
- Passion for Tent's mission and a belief in the private sector's role in driving change.

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*Tent is an equal opportunity employer. Tent will not discriminate against any applicant for employment on any basis including, but not limited to: race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, marital status, predisposing genetic characteristics and genetic information, or any other classification protected by federal, state and local laws. We are dedicated to ensuring that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.*