



Job Description: Chief of Staff

Position Summary

The **Chief of Staff (CoS)** serves as a trusted strategic partner and operational leader to the President and CEO. The CoS translates vision into operational reality while advancing the ministry's core mission to inspire the Church to engage Government to advance God's Kingdom and strengthen Families. This role ensures the effective execution of this mission, vision, and values by aligning people, processes, priorities, and resources. The Chief of Staff acts as a strategic enabler—protecting the leader's time and focus while advancing the ministry's Kingdom impact with excellence, integrity, and Christ-centered leadership.

Key Responsibilities

- Partner closely with the Senior Leader to translate vision into clear priorities, actionable plans, and measurable outcomes.
- Manage the Senior Leader's calendar, communications, and key relationships, ensuring alignment with ministry priorities and healthy boundaries.
- Coordinate and oversee all travel arrangements for the President and CEO, including itineraries, transportation, accommodations, logistics, and related support to ensure efficient, seamless, and well-supported travel.
- Lead cross-functional coordination across departments (ministry teams, operations, finance, communications, development, etc.) to drive collaboration and remove obstacles.
- Oversee special projects, strategic initiatives, and high-priority assignments from conception through successful completion.
- Serve as a primary point of contact and representative for the Senior Leader with staff, board members, partners, donors, and external stakeholders when appropriate.
- Prepare briefing materials, agendas, talking points, and follow-up action items for meetings and key events.
- Coordinate board meeting preparation and documentation, including developing agendas, compiling and distributing materials, coordinating logistics, accurately recording minutes, and ensuring proper documentation and follow-up of board decisions and actions.
- Monitor organizational health, identify operational gaps or risks, and recommend solutions grounded in biblical principles and sound management practices.

- Support leadership development, staff culture, and team health initiatives that reflect the ministry's Christian values.
- Assist with crisis communication, sensitive issues, and high-stakes decision-making in a discreet and prayerful manner.
- Model and uphold the ministry's statement of faith, core values, and commitment to biblical integrity in all aspects of work.
- Collaborate on projects and assume additional responsibilities as needed to ensure team success and support the overall mission of the ministry.

Qualifications & Requirements

- Demonstrated personal faith in Jesus Christ and alignment with the ministry's statement of faith and doctrinal positions.
- 5+ years of progressive leadership or senior administrative experience (ministry, nonprofit, or professional environment strongly preferred).
- Proven ability to manage complex projects, multiple stakeholders, and confidential information with discretion and excellence.
- Strong organizational, communication (written and verbal), and interpersonal skills.
- Experience working closely with senior executives or high-level leaders.
- Ability to exercise sound judgment, think strategically, and execute with excellence under pressure.
- Commitment to servant leadership, humility, and building a healthy, Christ-honoring culture.

Preferred Attributes & Skills

- Deep understanding of church or Christian nonprofit operations.
- Experience in strategic planning, change management, or organizational development.
- High emotional intelligence and relational wisdom.
- Ability to thrive in a fast-paced, mission-driven environment while maintaining personal spiritual health and work-life rhythms.
- Proficiency with modern productivity and collaboration tools.
- Track record of building trust and influencing without direct authority.

Personal & Spiritual Expectations

The Chief of Staff is expected to maintain a vibrant personal relationship with Jesus Christ, actively participate in the life of a local church, and demonstrate the fruit of the Spirit in daily

interactions. This role requires a heart of service, integrity in both public and private life, and a passion for seeing the ministry fulfill its God-given calling.

This position offers the opportunity to serve at a high level of influence and impact within a Christian ministry, helping advance the gospel and the organization's mission with excellence and faithfulness.