



MOMENTOUS
INSTITUTE

Chief of Staff to the Executive Director

Reports to: Executive Director

Position: Full-time, Salary, Exempt

Salary Range: \$90,000 to \$130,000

Since 1920, Momentous Institute has been dedicated to strengthening the mental health of children, families, and communities. The organization serves over 5,500 children, families, and professionals annually through innovative mental health services, our nationally acclaimed Momentous School, and professional training. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world where emotionally thriving individuals reach their full potential.

Our Mission: We are dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Our Vision: A world of emotionally thriving people reaching their full potential.

Role:

The Chief of Staff is a strategic thought partner who works in collaboration with and supports the Executive Director in decision making, planning, and strategic initiatives. Additionally, the COS will help manage stakeholder relationships: including working closely with the Board of Directors, staff leadership and the operation of the Executive Office.

Responsibilities and Duties:

- Act as thought partner to Executive Director in helping to identify strengths, align strategy, prioritize next steps, and manage change within a dynamic nonprofit organization.

Time management

- Prepare meeting and event briefings, ensuring the Executive Director is prepared for all engagements and anticipating needs before they arise.
- Attend key meetings and events with or on behalf of the Executive Director.

Documentation

- Draft and review correspondence, documentation and communications for the Executive Director.
- Prepare agendas for weekly executive leadership meetings, quarterly EOS meetings, leadership council meetings, board meetings, subcommittee meetings, and all staff meetings.
- In coordination with the Executive Director's Executive Assistant ensure that required documentation (including agendas, reports, minutes, memos, and briefing notes) is prepared in a professional and timely manner for a variety of stakeholders including Board of Directors, Board Committees, Subcommittees, staff leadership council, and planning meetings.

Operations and Strategy

- Ensure the Executive office and team operate efficiently and in alignment with the vision and goals of the Executive Director.
- Collaborate with program directors, ensuring strong accountability, good communication and alignment with Executive Director and strategic plan.
- Function at a tactical, strategic, and operational level, handling the oversight of projects that do not neatly fit within the organizational chart.

Project Management

- Co-lead monthly/annual review of data for all Ends policies and Quarterly Goals, mining for insights, spotting trends, identifying lessons learned, and *chasing the why* when there are outcomes that spark

curiosity or need further analysis.

- Serve as a liaison between the executive office and all other organizational departments, ensuring alignment and effective communication of priorities and decisions.
- Perform other duties as requested by the Executive Director.

Professional Qualifications:

- Minimum of bachelor's degree in business, management, or behavioral sciences from an accredited university
- Minimum of 5 years of relevant work experience in senior leadership or executive support role.
- Exceptional written, verbal, and interpersonal communication skills.
- Proven ability to meet deadlines and work collaboratively across diverse teams.
- Strategic thinker, proactive, data-driven, and analytical.
- Excellent ability to manage multiple deadlines and projects in a timely manner.
- Strong management and decision-making skills including the ability to influence, engage and lead others to new levels of effectiveness and programmatic impact.
- Proven ability to organize information, analyze issues and facilitate challenging discussions.
- Budget management experience and an adaptable business mind with the ability to think critically.

The ideal candidate will exhibit Momentous Institute's core values:

Commitment, Respectfulness, Humility, Innovation, and Stewardship

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Dr. Jessica Gomez, Psy.D., LP

Executive Director

Bilingual Licensed Psychologist

jgomez@momentousinstitute.org

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.