



Chief of Staff Job Description

Employment Type: Full-Time (Pacific Time Zone)

Salary: \$90,000 per year

Location: Remote

Benefits: Full

Organization Summary

Adasina Social Capital is an investment and financial activism firm that believes that community-sourced impact data should set the standards for how publicly traded companies participate in racial, gender, economic, and climate justice. Our diverse team of people from non-traditional backgrounds works closely with the communities we intend to impact – aligning investors with social justice movements. In addition to managing investment portfolios, Adasina mobilizes investors to drive long-term impact through industry campaigns and education.

Job Summary

The Chief of Staff (CoS) plans, directs, and performs all administrative, financial, and operational activities for the Chief Executive Officer (CEO), including directly supporting the CEO in her role as the leader and spokesperson for Adasina Social Capital, an asset management firm that specializes in social justice investing. In addition, the CoS organizes and prioritizes critical issues and information required for the CEO to facilitate efficient decision-making and acts as a gatekeeper between the CEO and other stakeholders. The CoS provides advice to the CEO, guidance for others on accomplishing CEO objectives, and oversight on projects of high importance.

To most effectively fulfill their role, the CoS must identify and develop strategic goals to support broad objectives and identify, perform as needed, and track the activities required to meet those goals. Additionally, the CoS manages CEO media interactions and public appearances in close coordination with the Marketing & Business Development Team. The CoS is responsible for the coordination of the firm's Administrative Support Team and supports the CEO's oversight of the Strategy Team, which is responsible for managing Adasina's investment products, social justice work, marketing, and business development (i.e., sales).



Details of Role

EXTERNAL FIRM REPRESENTATION & COMMUNICATIONS SUPPORT (20%)

- Work closely with the Marketing & Business Development Team to support the CEO in her role as the most senior representative of the firm. These responsibilities include, but are not limited to, the following activities:
 - Manage CEO external media and public relations, including communication with journalists, industry leaders, social justice organizations, and political officials
 - Manage all aspects of CEO public appearances, including speaking engagements, conferences, political forums, and media events
 - Plan and develop a wide variety of CEO presentations and accompanying visual aides
 - Plan and develop written communications from the CEO perspective on current events and matters of high firm importance
- Efficiently sort various forms of incoming interest, identify CEO-exclusive opportunities, and diplomatically coordinate introductions to appropriate Adasina staff members for others

INTERNAL PEOPLE, TEAM & FIRM MANAGEMENT SUPPORT (40%)

- Assist the CEO in implementing strategic priorities and firm vision via the management of staff, teams, projects, and the firm as a corporation. These responsibilities include, but are not limited to, the following activities:
 - In conjunction with Human Resources, assist the CEO in creating job descriptions, evaluating candidates, performing interviews, onboarding new hires, and developing training plans
 - Support the CEO in directing and developing key staff members, including goal setting, work plan creation, agenda management, task follow-up, and identifying performance support needs
 - Manage the shared work of the Strategy Team, including preparing meeting agenda, managing the shared calendar, and facilitating communications across sub-teams to accomplish larger goals
 - With the CEO, identify and coordinate firm-wide and multi-team work; independently create and maintain detailed timelines for multiple overlapping projects and perform follow-up; serve as an administrative and communication conduit between the CEO and internal groups
 - Support the CEO in her role as the highest corporate officer of the firm, which includes reviewing and managing contracts, reviewing corporate documents, and other related functions
- Establish and maintain firm-wide standards for administrative support functions via the planning and facilitation of Administrative Support Team meetings and the development of processes for administrative staff

EXECUTIVE ADMINISTRATIVE, FINANCIAL & OPERATIONAL SUPPORT (40%)

- Perform all administrative, financial, and operational functions on behalf of the CEO. These responsibilities include, but are not limited to, the following activities:
 - Actively manage high-volume email and social media inboxes; prioritize, sort, and identify high-importance incoming messages and proactively draft timely and appropriate replies
 - Actively manage multiple individual and team calendars to meet strategic objectives
 - Create agenda, take notes, and perform task follow-up for internal and external meetings
 - Track and manage receipts and expense reimbursements
 - Make and manage travel arrangements



- Maintain thoughtful and consistent file organization for relevant documents within Google Workspace
- Research, track, and provide the CEO and other firm leadership with key firm and external information in preparation for upcoming meetings or presentations.
- Perform limited personal calendaring and management tasks to increase CEO capacity

Requirements

- Bachelor's degree or higher educational achievement
- 3+ years of relevant work experience in asset management or a related industry
- Stellar written and verbal communication skills
- Highest attention to detail and consistent commitment to accuracy
- Ability to prioritize competing responsibilities and negotiate tradeoffs between speed and accuracy
- Google Workspace experience and high proficiency
- Highest organizational skills and time management abilities
- Insightful and resourceful problem-solving abilities

Preferred Qualifications

- Advanced visual presentation creation and editing skills
- Experience with Monday.com or similar project management work operating system
- Willingness to learn new skills and systems and collaborate in other areas as needed
- Experience developing and managing relationships with diverse groups of people

How to Apply

To apply, please submit your resume and a cover letter explaining your qualifications and why you are interested in the position to apply@adasina.com. Please have the subject line of the email read "Application for CoS_[Your Last Name], [Your First Name]." Applications will be accepted until the position is filled and will be reviewed on an ongoing basis.

Adasina values creating a diverse workplace that reflects our values and community. Women, BIPOC, and LGBTQ+ candidates are strongly encouraged to apply. Investment management and financial services are a highly regulated industry, therefore all applicants must respect confidentiality, adhere to the firm's Privacy Policies, and Code of Ethics. Pursuant to the California Fair Chance Ordinance, Adasina Social Capital will consider for employment qualified applicants with arrest and conviction records.