



Chief of Staff

Emily's Entourage

Remote | Winter 2025

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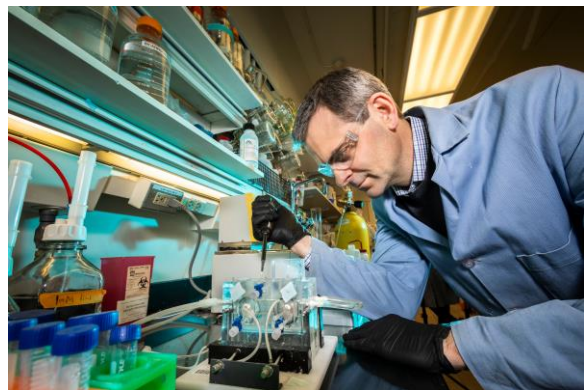
Emily's Entourage (EE) is seeking a Chief of Staff who will be responsible for strengthening organizational effectiveness, workflow efficiency, and supporting the co-Founder's vision find to cure the final 10%.

About Emily's Entourage

Emily's Entourage (EE) is an innovative 501(c)3 that speeds lifesaving research and drug development for individuals in the final 10% of the cystic fibrosis (CF) community that do not benefit from currently available mutation-targeted therapies. CF is a fatal genetic disease primarily affecting the lungs and digestive system. Founded by Emily Kramer-Golinkoff with family and friends in 2011, EE has awarded millions of dollars in research grants, launched a now-clinical stage CF gene therapy company, developed a patient database and clinical trial matchmaking program to accelerate clinical trial recruitment, and led worldwide efforts to drive high-impact research and drug development. Since the organization's inception, EE has awarded 38 research projects to top investigators around the world and secured over \$52.3 million in follow-on funding.

EE's work is particularly critical now as revolutionary breakthroughs are available for 90% of the CF population, but those in the outlying 10% of the CF community do not benefit from these major advances. EE is laser-focused on changing that—and doing it fast, so nobody is left behind. While the urgency of the organization is inspired by Emily's advanced-stage disease, the work of EE gives impetus to advances that can benefit not only people with CF, but also millions of people with genetic diseases, as well as those combating antibiotic-resistant infections for whom there are no existing treatments.

EE has been featured in the New York Times, STAT, CNN, TheSkimm, People, and more. Emily was named a "Champion of Change" for President Obama's Precision Medicine Initiative and is the recipient of the 2024 Personalized Medicine Coalition's Award in Leadership in Personalized Medicine, 2020 Philadelphia Magazine Luminary Award, and 2016 Global Genes Rare Champion of Hope for Advocacy Award.



For more information about Emily's Entourage, please visit <https://www.emilysentourage.org/>

About the Position

Reporting to the Co-Founders, Emily Kramer-Golinkoff and Liza Kramer, the Chief of Staff (COS) will play a lead role in everyday internal operations in support of EE's vision to accelerate lifesaving breakthroughs and a cure for the 10% of the CF community. The COS will strengthen internal systems, enhance organizational efficiency, and foster a positive team culture.

The ideal candidate will have experience in human resources, budget management, IT systems, and organization-wide operations. The COS will enhance collaboration, accountability, and strategic execution across EE's internal teams. In this role, the COS will oversee cross-functional initiatives, streamline management procedures, and facilitate strategic planning. This role requires an individual who is self-starter and is motivated by the work and mission of EE.

The COS will join a core team of nine, composed of two co-founders, a Chief Scientific Officer, Director of Marketing and Communications, Director of Development, Senior Director of Operations, Development and Special Events Coordinator, Development Assistant, Database Manager, and additional contractors. They will collaborate across the organization, ensuring cohesive and consistent human resources, and will directly manage the Senior Director of Operations, with the potential to manage additional staff and contractors in the future.

This is a fully remote position with periodic travel expectations to key organizational events throughout the year.

Key Responsibilities

Strategy and Leadership

- Be the primary support to EE's co-founders in all strategic and organizational projects as directed
- Coordinate cross-organizational priorities and workflows, and create systems for work integration within EE's team while being proactive in identifying potential issues on projects, outgoing communications, or agenda items
- In collaboration with the Co-Founders, lead KPI and goal setting standards for both the organization's strategic plan as well as individual staff members
- Function as an organizational leader on staff culture, creating opportunities for staff engagement and team development across the organization, and improving internal communication pathways between staff
- Prepare and distribute materials for Board and advisory meetings (e.g., agendas, financial reports, board books), coordinating with other departments to provide high-quality content and presentations and follow-up after the meetings.
- Lead or support ad hoc, cross-functional special projects as needs arise



HR / Finance / IT

- Manage the human resources functions of the organization, including payroll, talent strategy, and benefits package management
- Facilitate the organization's annual performance management, goal and KPI setting and tracking, and annual compensation review process for all employees, ensuring all managers and employees have the resources needed to complete the process in a timely manner
- Direct internal recruitment operations for all new roles and backfills (both staff and contractors), including supporting hiring managers with job postings, conducting phone screens, scheduling interviews, developing interview questions, and managing communications with candidates

- Oversee the annual and multi-year organizational budgeting process in collaboration with EE leadership, managing all financial components including bank relationships, investment accounts, and meeting cost related goals
- Closely monitor the organization's bank and investment accounts as well as organizational monthly spending to ensure adherence to the board approved annual budget, and oversee the annual audit process
- Lead the IT systems functions of the organization with a focus on exceptional data security, confidentiality, and data integrity
- Collaborate with legal partners and experts, ensuring organizational compliance with nonprofit policies and procedures
- Directly supervise the Senior Director of Operations and other staff over time, and manage relevant contract partners as needed
- Manage annual insurance policy renewals and any insurance claim, communication, or relationship needs

Key Qualifications and Who You Are

- **You are inspired by the mission, vision, and values of EE.** You share a commitment and sense of urgency to bring lifesaving treatments to the final 10% of individuals with CF. You thrive in a high energy and collegial environment that values relationships, collaboration, and a laser focus on mission. Knowledge and/or experience with medical research and advocacy is a plus.
- **You remain composed and collected in a fast-moving environment.** You bring professional maturity and the ability to manage sensitive information and complex situations—all with grace under pressure.
- **You bring a collaborative approach to working with individuals and teams.** You are focused on growing the skills and capacity of the co-founders, team, and organization. You bring positivity, a can-do spirit, and an ability to understand and respond to internal and external stakeholders' needs. You are open to input and feedback.
- **You are a versatile and well-rounded operations professional.** You bring at least six years of work experience in a mission-driven space, with demonstrated skills in operations, human resources, finance management, IT systems, and/or other related competency areas. You are exceptional at adapting to shifting priorities and needs within an organization and can anticipate organizational needs in advance.
- **You are skillful at seeing the big picture and translating an organizational strategy into effective operations in a remote work environment.** You are analytical and bring a data-driven approach to planning, executing, and evaluating organizational needs.
- **You are an excellent project and people manager, with a strong sense of follow-through.** You succeed at managing multiple workstreams and motivating, coordinating, and directing others to stay on track. You possess strong attention to detail and capacity to balance competing priorities and deliver projects on time and within budget.



- **You are tech-savvy and keep up with IT tools and trends.** You are proficient in working with commonly used technology systems and tools, such as Google Drive, Google Analytics, GiveButter, WordPress, Bloomerang, Salesforce, Slack, and/or similar programs.
- **You are a creative and resourceful self-starter.** You bring a "get it done" attitude and thrive in a highly entrepreneurial and fast-paced setting. You drive innovation, solve problems, and maintain a high degree of flexibility and creativity in a dynamic environment.

Compensation

The annual starting salary for this role is \$100,000 and is commensurate with experience, competencies, and skillset.

Emily's Entourage provides equal employment opportunity to all persons regardless of age, race, color, religion, national origin, gender, sexual orientation, marital status or disability.

Covid Vaccine Policy: Emily's Entourage employees are required to be fully vaccinated to attend in-person work-related activities. Reasonable accommodations will be made for individuals with a sincerely held religious belief or disability who are not vaccinated.

To express interest, please submit your cover letter and resume in confidence [here](#).

For more information, please visit www.developmentguild.com.

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About Development Guild DDI

For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. We have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

