



## MISSION

The Chief of Staff is responsible for extending the impact of our CEO. You will lead important initiatives like recruiting, market strategy, and operational scaling as the CEO's proxy. You will also act as a force multiplier for the CEO in any other area where that is needed, you'll have a wide remit, and work directly with the CEO on the most important priorities of the company.

## Position Summary

As the Chief of Staff, you'll work as a right hand to our CEO in areas ranging from strategy and business operations to administration, business intelligence, special projects, and more. This is a "wear many hats" position where you'll have responsibility and influence throughout the organization and play an important role in solving a variety of challenging problems while driving forward strategic business initiatives.

## Essential Functions

Strategic thought and project leadership:

- Provide thought partnership to the CEO on company's strategic direction and the executive leadership team's priorities, including strategy development, evaluate new ideas and business opportunities, and conducting analysis and research to support key decisions.
- Developing and delivering communications materials, presentations, and data analysis as needed and in support of the CEO.
- Lead special strategic projects that the CEO personally oversees, including driving to successful outcomes.
- Drive content creation and briefs for key internal and external meetings/initiatives (executive and key client meetings, executive off-sites, investors, lenders etc.).
- Coordinate projects or initiatives involving the CEO and direct reports.
- Gather quantitative and qualitative evidence of process and project success and deliver course corrections, as needed.



## Maximize Effectiveness Of CEO

- Act as a proxy for the CEO, advising key leaders on best practices for getting alignment on decisions.
- Prepare and facilitate team meetings; set agendas, provide insights and analysis to inform strategic conversations, and capture and ensure action against next steps.
- Create efficiencies for the CEO related to calendars, information, and decision processes, including identifying key strategic priorities for the CEO, mapping calendar/time commitments against priorities, developing engagement plan against strategic priorities, and filtering external information coming into the CEO's office.
- Identify ways to improve CEO office's operational workflow and drive process improvements.

## Stakeholder Management

- Identify key stakeholders, engagement priorities, and represent the CEO to office contacts and the public.
- Collaborate with cross-functional teams to ensure external engagements reflect the CEO's and Tribe's priorities, and draft correspondence for the CEO informed by Tribe's strategic focus.

## Qualifications

- **Strategic Agility:** Sees ahead clearly and can anticipate future consequences and trends accurately; can articulately paint credible pictures and visions of possibilities and likelihoods. Ability to connect issues and initiatives across projects to ensure seamless coordination and execution.
- **High Intellectual Curiosity:** Have an insatiable curiosity to learn and a proactive approach to leaning into new opportunities, even those outside your comfort zone.
- **Problem Solving & Decision Quality:** Able to use rigorous logic and methods to solve problems with effective solutions.
- **Communication:** Excellent verbal and written communication skills are essential.
- **Results Orientation:** Delivers beyond expectations and sets new and stretching goals for



themselves and the team. They will have a deep understanding of operational and process improvements that impact quality and execution and deliver continuous improvement.

- **Process Management:** Can identify and articulate the processes necessary to get things done efficiently and effectively.
- **Planning & Priority Setting:** Demonstrate an ability to set objectives and goals and organize work appropriately to meet and exceed goals. Possess strong organizational and time management skills.
- **Organizational Savvy:** Able to build constructive and effective relationships and use them to maneuver complex situations.
- **Influencing & Negotiation:** Can present ideas and direction that lead others to action.
- **Risk Management:** Anticipate risks and identifies contingency plans and processes to prevent disruptions when risks occur.
- **Systems and Tools Acumen:** Proficiency in Microsoft, specifically Excel and Adobe Suite, and have aptitude to learn technical applications quickly.
- **5+ years' work experience,** preferable in Real Estate, Investment, Mgmt. Consulting or other responsibilities that demonstrate strategy leadership across complex environments.

## What You Can Expect From Us

Tribe is a female-founded and Native-owned commercial real estate development and consulting firm that focuses on creating and cultivating community by looking beyond the physical elements of a project to consider its greater impact on the people who use it.

*Building more than just walls.*

### **A little about our CEO, Ashley Stiles**

Ashley is a detail orientated high producer. She gets a lot done in a day and needs someone who mirrors this. She is creative and solution oriented. It is preferred that when a challenge arises you come with solutions and ideas. Ashley is truly looking for her right-hand person, someone who wants to help build something great – together as a team.

[info@tribedevco.com](mailto:info@tribedevco.com)

970.619.8731



Tribe Development Company offers all the financial and non-financial incentives you would expect from an innovative real estate development and consulting firm:

- In addition to outstanding training, we host quarterly summits and town hall meetings to encourage growth, knowledge sharing, and a good time. After all, it's about progress, not perfection.
- We offer competitive compensation, including a performance-based bonus.
- Our generous benefits package includes comprehensive healthcare coverage for you and your family, parental leave, unlimited paid time off and much more.

Please send your resume and any relevant material to [ashley@tribedevco.com](mailto:ashley@tribedevco.com)