

Position Profile

Chief Administrative Officer

Metro Milwaukee, Wisconsin

February 2018

Position Overview

The Chief Administrative Officer (“CAO”) will serve as an integral link between Katherine Gehl (“Principal”) and her staff, vendors and network. The CAO performs a variety of advanced professional duties and is a critical partner to the Principal by aligning priorities and accomplishing goals through high-level planning, strategy development, execution and operations. The goal is to ensure the smooth running of business according to established vision and policies. The CAO must possess excellent judgment and be an independent decision maker who approaches situations with tact, diplomacy, confidentiality and appropriate sensitivities. (S)He will be a conceptual, analytical and imaginative thinker who demonstrates a commitment to the Principal and her priorities. The CAO represents the Principal or assigns appropriate staff to do so whenever needed. Acting as a trusted advisor to the Principal, (s)he will need to be reliable and dependable and demonstrate accountability for the achievement of goals.

The successful candidate will be a highly experienced, dynamic leader, capable of working behind the scenes and executing strategic priorities, as well as effectively communicating and managing internal and external coordination. Reporting to Katherine Gehl, the CAO will provide senior level management and personal support to the Principal as well as affiliated/related corporations and tax-exempt entities (collectively, the “Business”). Katherine is a pragmatic business leader who cares deeply about U.S. competitiveness and the state of our Democracy. To learn more about her work, please visit: <https://www.katherinegehl.com/>.

Primary Responsibilities

Manage Administrative Operations

- Manage the administrative and operational functions of the Business, office and households
- Develop short- and long-term administrative strategies to meet the needs of the Business
- Devise and implement policies, procedures, and best practices to support the work of the Business
- Manage and supervise administrative and household staff, vendors, and advisors, handling personnel matters such as recruiting and hiring, performance management, workplace compliance, and annual evaluation and compensation decisions; direct reports include office and household staff as well as vendors
- Oversee appropriate communication flow within the office to allow individuals to complete tasks and projects with specific goals and objectives in mind
- Provide guidance to staff regarding priorities in an ever-changing, fast-paced environment
- Interpret and explain the work to the people responsible for carrying out the tasks
- Foster an environment that is team-oriented and flexible
- Develop, oversee, and implement systems to organize all documents and materials (both hard copy and electronic) to ensure the smooth functioning of the office

Oversee Financial Affairs, Risk Management, and Compliance

- Assist with financial, legal, and compliance matters for the Business
- Coordinate team of financial, tax, and legal advisors to provide input on business, financial, and strategic planning
- Understand, interpret, and ensure compliance with all applicable regulations, coordinating with outside advisors as necessary
- Oversee resource allocation, budgeting, and accounts receivable and payable
- Serve as the expert for staff on budget and spending matters
- Troubleshoot financial questions and/or issues
- Direct risk management initiatives, including management of insurance portfolio and other risk mitigation activities

Coordinate Strategic Political Reform Initiatives and Public Relations

- Oversee and manage special projects, including work on political reform initiatives
- Cultivate relationships with specialists working with Principal on various initiatives
- Oversee development and management of personal and professional network
- Support fundraising activities
- Design and manage website and social media platforms, following appropriate norms
- Respond to specific queries for information, articles, reports, and other printed material
- Create and edit content for internal and external audiences, such as multimedia presentations, slides, fact sheets, talking points, event briefings, meeting summaries, press releases, and media advisories
- Support the writing, publication, and promotion of a book on political reform
- Oversee strategic campaign exploration activities, including: policy analysis; position development; polling; strategic planning; and vendor negotiation
- Manage events, workshops, and large meetings
- Act as liaison for colleagues and guests

Support Other Professional and Philanthropic Activities

- Support the Principal in other professional and philanthropic endeavors, including work on various Boards of Directors for both for-profit and non-profit organizations
- Provide advice and counsel in strategic discussion, development, and execution
- Prioritize, organize, and support initiatives of the Principal and balances all interests
- Maintain open and active communication with the Principal
- Manage and update extensive lists and databases containing contact information and other data
- Create and edit correspondence, marketing materials and other communications

Qualifications and Character Sketch

- Bachelor's degree and at least 5 years high-level Administrative management experience required, or equivalent combination
- Exceptional communication, interpersonal, and organizational skills
- Previous experience managing an office, including management of people and of work processes/work flow
- Solid understanding of business functions (HR, finance, etc.)
- Demonstrated ability to develop systems, processes and routines
- Ability to see the big picture and identify and explain responsibilities to staff to achieve desired outcomes
- Knowledge and experience with information technology, including word processing, databases, and communications tools
- Ability to manage competing priorities and willing to work long hours
- Demonstrated ability and capacity to function in a highly changing, fast paced environment
- Proven discretion and independent judgment in the performance of his/her duties
- Willingness to do whatever it takes to accomplish goals; engage at all levels
- Some domestic travel may be required

While this profile is intended to be an accurate reflection of the most significant duties of this position, it is not necessarily exhaustive of all responsibilities, duties, efforts, requirements, or expectations. Other duties may be assigned as necessary.

CANDIDATE APPLICATION INFORMATION

For full consideration, please email all three items below, combined into one document, to GehlCAO@leadingtransitions.com, no later than 5 p.m. on Friday, March 16, 2018:

1. A **letter** describing your qualifications for the Chief Administrative Officer position, including your specific interest in this work and a description of your salary parameters;
2. A detailed and updated **resume**; and
3. The names of, your relationship to, and contact information for, **three professional references**.

Please note:

- References will not be contacted until a candidate has been notified
- Background and verification checks will subsequently be performed, with candidate permission, and are required to be hired for this position
- All inquiries and interactions with potential candidates are kept in confidence
- Katherine Gehl plans to have an offer out for this position in late April 2018

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