



CN Communications International Inc.

CN Communications International, Inc. (CN) is hiring a Chief of Staff (CoS) to work with CN clients, including the Research & Development Council of New Jersey (R&D Council). The R&D Council is a professional association of New Jersey's leading research and development organizations to advocate on behalf of research-driven companies and universities in the state and to bolster New Jersey's STEM education and career pipeline. Member organizations include colleges and universities, government entities, and private research companies. Learn more about the R&D Council here: www.rdnj.org.

The CoS will serve as a key advisor and strategic partner to CN's President/R&D Council's Executive Director, playing a crucial role in the management and execution of the Council's strategic initiatives and programs. The CoS will ensure the efficient operation of the executive office, coordinate cross-functional activities, and drive key projects to successful completion. This role requires exceptional leadership, organizational, and communication skills.

Potential Responsibilities

Strategic Planning and Execution:

- Partner with the President/Executive Director to develop and implement a strategic plan.
- Monitor progress towards strategic goals and ensure alignment across departments.
- Lead special projects and initiatives as directed by the President/Executive Director.

Operational Management:

- Oversee the daily operations of the executive office, ensuring efficient workflow and prioritization of tasks.
- Manage the President/Executive Director's calendar, meetings, and communications.
- Coordinate and prepare materials for board meetings, executive team meetings, and other high-level engagements.
- Represent the President/Executive Director in meetings and events as needed.

Fundraising:

- Assist in the development and execution of fundraising strategies and initiatives.
- Identify and pursue funding opportunities, including grants, sponsorships, and partnerships.
- Collaborate with the executive team to plan and execute fundraising events and campaigns.

Programmatic Support:

- Manage programmatic application and selection processes, including site visits to high schools and colleges.
- Provide logistical support for programmatic meetings, conferences, field trips, and other programming.



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Member Recruitment:

- Develop and execute strategies to recruit new members to the R&D Council.
- Track and analyze membership growth and retention metrics to inform future strategies.

Social and Earned Media Outreach:

- Develop and implement strategies for social media and earned media outreach to enhance the R&D Council's visibility and reputation.
- Create and distribute engaging content across various platforms.
- Monitor media coverage and manage relationships with media outlets and influencers.
- Track and analyze the impact of media outreach efforts to inform future strategies.

Ideal candidates would have:

- A Bachelor's degree;
- Five+ years of related experience;
- Proven experience in strategic planning, project management, and operational oversight;
- Experience in scheduling and managing executive calendars;
- Demonstrated success in fundraising and development activities;
- Strong writing and editing skills;
- Proven ability to multitask and work remotely;
- Experience with Google suite; and
- Website management, social media and design experience are a plus.

Salary and Benefits:

- Competitive salary commensurate with experience.
- This is a full-time position with health care and life insurance benefits.
- 15 paid holidays, up to 16 PTO days accrued annually.
- The position is a hybrid remote and in-person opportunity based in Chatham, NJ
- Travel throughout New Jersey will be necessary, therefore a reliable vehicle and current/good standing driver's license is required.

How to Apply:

Interested candidates should send résumé, cover letter, and expected salary range to aroderer@cn-com.com with "Chief of Staff" in the subject line. This position will remain open until it is filled. No phone calls.

CN Communications International, Inc. is an equal opportunity employer. People of all classes, races, ethnicities, gender identities and abilities are strongly encouraged to apply.

Interviews will be conducted on a rolling basis, and we're hoping to fill this position as soon as possible. If you're interested, we encourage you to apply ASAP.