



Job Description: Chief of Staff

Organization

Encore Creativity for Older Adults is an IRS 501(c)(3) non-profit organization whose mission is to create meaningful arts experiences supporting lifelong learning, wellness, and fun for all older adults. Through its programs, Encore seeks to create a world where all older adults have a place in the arts.

As the nation's largest choral organization for adults over the age of 55, Encore provides over 50 ensembles nationwide for over 2,000 singers aged 55-99. These numbers continue to grow as the organization expands to new markets.

Encore is a leading organization in the field of creative aging and its programs include

- **Encore Chorales:** traditional choirs singing choral classics in four-part harmony
- **Encore ROCKS:** groups singing rock 'n' roll hits from the 50s, 60s and beyond
- **Encore on Broadway:** participants singing in 4-part harmony to hits from Broadway shows
- **Arts for Life Ensembles:** individuals with cognitive change and their care partners connecting through song
- **Encore University:** online educational classes focusing on key areas of artistic wellness

Position Overview

We are seeking a dynamic and experienced Chief of Staff to join our growing non-profit arts organization. This senior leadership role will serve as a strategic partner to the Chief Executive Officer, providing operational oversight, strategic planning support, and organizational development leadership. The ideal candidate will have a passion for the arts, strong business acumen, and the ability to thrive in a fast-paced, entrepreneurial environment.

Principal Responsibilities

Strategic Planning & Operations

- Partner with the Chief Executive Officer to develop and implement organizational strategy, ensuring alignment across all departments and programs



Job Description: Chief of Staff

- Lead strategic planning processes, including annual planning cycles, goal setting, and performance measurement
- Oversee day-to-day operations and serve as the primary point of contact for the Chief Executive Officer
- Manage cross-functional projects and initiatives, ensuring timely delivery and quality outcomes

Organizational Development

- Lead organizational development initiatives including process improvement, system implementation, and workflow optimization
- Develop and maintain organizational policies, procedures, and best practices
- Support talent management activities including recruiting, onboarding, and staff development
- Foster a collaborative, inclusive, and high-performance organizational culture
- Oversee performance management systems and contribute to succession planning

Financial Management & Compliance

- Collaborate with the finance team to develop annual budgets and monitor financial performance
- Ensure compliance with all regulatory requirements, grant obligations, and board governance policies

External Relations

- Represent the organization at community events, partner meetings, and industry conferences
- Maintain relationships with key stakeholders including donors, board members, community partners, and peer organizations
- Support marketing and communications efforts to enhance organizational visibility and impact

Required Qualifications

Education & Experience

- Bachelor's degree required; master's degree in business administration, Non-Profit Management, Arts Administration, or related field preferred



Job Description: Chief of Staff

- Minimum 5-7 years of progressive leadership experience in non-profit organizations, with at least 2 years in a senior management role
- Experience in the arts sector strongly preferred
- Demonstrated experience in strategic planning, organizational development, and change management

Skills & Competencies

- Exceptional written and verbal communication skills
- Strong analytical and problem-solving abilities
- Excellent project management skills with ability to manage multiple priorities simultaneously
- Proficiency in financial management and budget development
- Experience with donor relations and fundraising activities
- Knowledge of non-profit governance, compliance, and best practices
- Proficiency in technology platforms including CRM systems, project management tools, and Microsoft Office Suite

Personal Attributes

- Passion for the arts and commitment to the organization's mission
- Strong leadership presence with ability to influence and inspire others
- High level of integrity, discretion, and professionalism
- Entrepreneurial mindset with comfort in ambiguous, fast-changing environments
- Collaborative approach with strong interpersonal skills
- Detail-oriented with strong organizational abilities

Preferred Qualifications

- Previous experience in a Chief of Staff or similar senior leadership role
- Knowledge of arts programming, community engagement, and cultural sector dynamics

Working Conditions

- Full-time position
- Remote, based in Washington DC area
- Some local travel required for meetings and events



Job Description: Chief of Staff

Compensation and Benefits

- Salary: \$80,000 annually
- Full Benefits Package:
 - Comprehensive health, dental, and vision insurance
 - Life Insurance
 - Worker's Compensation
 - 403(b) Retirement Plan with match
- Professional development opportunities
- Flexible work arrangements
- Generous paid time off

Application Process

Please submit a cover letter, resume, and three professional references to business@encorecreativity.org. In your cover letter, please specifically address your passion for the arts and your experience in non-profit leadership. Applications will be reviewed on a rolling basis until the position is filled.

Applications will be accepted through April 15. The interview process will be conducted throughout May, with an anticipated start date in early June.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.