



*A Coalition to Involve, Connect,
& Empower Parents Across
Michigan*

Job Title: Chief of Staff

Location: Detroit, MI

Reports to: CEO

About Detroit Parent Network:

Detroit Parent Network (DPN) is a community-driven non-profit organization dedicated to empowering parents, strengthening families, and improving the overall quality of education in Detroit. Through advocacy, education, and support programs, DPN works to ensure that all parents have the tools they need to advocate for their children's educational success and well-being.

At Detroit Parent Network, you will be part of a mission-driven organization focused on creating lasting change in the lives of parents and children across Detroit. We offer a collaborative, supportive work environment, opportunities for professional growth, and the chance to make a meaningful impact in the community.

Job Overview:

The Chief of Staff (CoS) will be a critical member of the leadership team at Detroit Parent Network, reporting directly to the CEO. The CoS will manage and support the internal operations of the organization, ensuring that all processes and programs run efficiently and effectively. This position will oversee data management, parent programs, office administration, and other key internal functions to support DPN's mission and strategic goals. The ideal candidate will be a detail-oriented and proactive leader with excellent organizational, communication, and project management skills.

Key Responsibilities:

Internal Operations Management:

- Oversee and improve internal systems to ensure smooth operations across all departments.
- Support the CEO in strategic planning and decision-making by providing operational insights and tracking key metrics.
- Assist with resource allocation and project management across various departments.

Program Management:



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- Support the implementation, tracking, and evaluation of parent engagement and educational programs.
- Work closely with program staff to ensure that all programs are aligned with organizational goals and effectively serve the community.
- Coordinate cross-functional teams to execute program initiatives on time and within budget.

Data Management:

- Manage and maintain data systems, ensuring accurate and up-to-date tracking of all program outcomes, organizational performance, and key metrics.
- Analyze data trends and provide reports to the CEO and Board of Directors to help guide decisions and program improvements.
- Ensure compliance with all data privacy and security regulations.

Office and Administrative Management:

- Oversee office operations, including managing day-to-day administrative functions, supplies, equipment, and vendor relationships.
- Develop and implement processes to ensure a productive and organized workplace environment.
- Provide support for Board meetings, staff meetings, and other organizational events.

Organizational Efficiency:

- Identify areas for improvement in organizational processes and develop solutions to enhance efficiency.
- Facilitate communication and collaboration between teams and departments to ensure smooth execution of organizational objectives.
- Support the CEO in managing the flow of information and follow-up on key action items.

Required Skills and Qualifications:

- Bachelor's degree in Business Administration, Nonprofit Management, Education, or a related field (Master's preferred).
- 5+ years of experience in a leadership or management role, ideally within a non-profit organization.
- Strong organizational and project management skills, with the ability to prioritize and manage multiple tasks.



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- Proficiency in data management systems and tools (e.g., Salesforce, Google Workspace, Microsoft Office Suite).
- Exceptional written and verbal communication skills, with the ability to engage with a variety of stakeholders.
- Ability to think strategically, manage cross-functional teams, and solve complex problems.
- Knowledge of the non-profit sector and experience working with diverse communities and parents.
- Commitment to the mission of Detroit Parent Network and improving educational outcomes for Detroit families.

Desired Skills:

- Experience with grant management or fundraising processes.
- Knowledge of community engagement and educational advocacy.
- Strong attention to detail and project-management skills.
- Fluency in Spanish or other languages spoken in Detroit's communities is a plus.

Salary and Benefits:

- Competitive salary commensurate with experience, \$90,000-\$100,000
- Health, dental, and vision insurance.
- Paid time off (PTO) and holidays.
- Professional development opportunities.

How to Apply:

Please submit your resume and cover letter to hadmin@detroitparentnetwork.org with the subject **Chief of Staff Application**. In your cover letter, please be sure to explain why you are excited about this opportunity and how your experience aligns with the responsibilities of the Chief of Staff role.

Detroit Parent Network is an equal opportunity employer and encourages individuals of all backgrounds to apply.