Chief of Staff to the CEO

Overview
National Black Theatre is searching for a dynamic, motivated Chief of Staff to support its CEO, Sade Lythcott. This position is a vital role, enabling Sade to prioritize her personal and professional time and efforts with internal and external stakeholders and to balance and fulfill her commitments to donors, partners and staff. It is both strategic and facilitative, requiring focus, flexibility, and a desire to play an active, behind-the-scenes role.

Sade's leadership over the past decade builds on the theatre's 50-year legacy as a cultural destination wholly committed to telling authentic stories of the Black experience. Sade has been a champion for Black artists and an advocate for the arts and culture sector in New York City, serving as Chair of the Coalition of Theaters of Color. She has established NBT's programmatic reach across the nation and abroad (including the launch of National Black Theatre in Sweden). The newly-created Chief of Staff position comes at a time of significant growth for NBT, and this person will serve as a thought partner and problem-solver with Sade as NBT restores its live producing arm post-pandemic, expands its staff, launches a historic capital campaign, and prepares to move into its redeveloped Harlem home.

Responsibilities

The Chief of Staff's core responsibilities include but are not limited to:

- Facilitate and manage Sade's flow of information and calendar appointments; ensure that her email inbox and top priorities are tracked daily and she is prepared for meetings, travel, activities and events
- Develop systems and utilize tools that support Sade’s organizational effectiveness and personal and professional routines
- Draft written communications to internal and external audiences, such as: emails to donors and producing partners, talking points for media/public appearances, and documentation of next steps coming out of meetings
- Support overall board engagement, logistics, meeting preparation, relationship management and communications – keeping board members informed, connected and able to execute their governance responsibilities effectively
- May attend meetings jointly with Sade and serve as proxy when needed to ensure that both her and NBT’s interests are fully served at meetings or events she is unable to attend
- Support relationships with funders, producing partners, government officials and their respective teams
- Work with Development team to plan and schedule ongoing touchpoints with key donors (particularly once NBT’s capital campaign is in full swing) and to generate reports on progress toward individual and institutional giving targets
- Work with Communications/PR team to pursue and plan media opportunities
- Work with Operations team to coordinate full staff announcements and keep all staff up to date on organization-wide happenings
- Complete special projects as directed

**Qualifications Include:**
- Deep appreciation for the mission and impact of NBT; core understanding of its significance in the Black arts space and the NYC ecosystem
- At least five years of experience, with a demonstrated history of supporting executive leadership in the nonprofit or theatre arts sector, preference for experience in marketing/communications, arts advocacy or city government
- Excellent persuasive writing and editing skills; consistency in approach to communicating with CEO and partners
- Keen attention to detail
- Diplomacy and discretion
- Highly resourceful and self-motivated
- Strong analytical and project management skills
- Demonstrated ability to build, cultivate, and sustain relationships over time
- Gracefully work under and meet tight deadlines

**Classification and Salary:**
This is a full-time, exempt position with an annual salary in the range of $65K, commensurate with experience. NBT’s comprehensive benefits package includes medical, dental, vision, and disability coverage, paid time off, a 401(k) retirement plan with employer contributions, and wellness fund.

The position is headquartered in Harlem, New York, but is expected to be hybrid pending COVID health and safety protocols.

**To Apply:**
Please submit a resume and cover letter to apply@nationalblacktheatre.org listing “NAME - Chief of Staff” in the subject line.

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