

BusinessOutside

CHIEF OF STAFF | OPEN POSITION

ABOUT OUR MISSION:

We are an authenticity-forward leadership experience and facilitation company, taking C-suite leaders and organizations Outside of comfort zones, Outside of outdated norms, and Outside into nature. Through our bespoke process, attendees discover and develop their true selves through mold-breaking, vulnerable, and radical self-inquiry.

With a small, fast-paced, highly collaborative team, we craft engagements and multi-day facilitations which foster connection, innovation, and personal growth. We are fortunate to work with senior leaders at some of the largest companies in the world, including Bose, IBM, Kellogg's, United Healthcare, The Aspen Institute, Alcon, YPO, IBM, YPO, EssilorLuxottica, and other Fortune 500 companies.

CONTENT REFERENCES:

[C-Suite Innovation Summit](#)

[High-Profile Adventure](#)

[Leadership Development Retreat](#)

VIDEO REFERENCES:

[Venture Capital Portfolio Founder Retreat](#)

[C-Suite Innovation Summit](#)

[Leadership Community Regional Summit](#)

JOB TITLE:

Chief of Staff

POSITION OVERVIEW:

The ideal BusinessOutside Chief of Staff is a fast-paced, creative, analytical, adventurous project manager with a penchant for creating truly unique experiences. The Chief of Staff will provide vital support to delivery and design teams, ensuring the smooth operation of the business by managing event logistics, administrative tasks, and key projects. Throughout this journey, the Chief of Staff will also be charged with *creating* and *investigating* processes to address unique opportunities, not simply following them.

LOCATION:

Majority WFH

Headquartered in Boulder, Colorado

Requires frequent (>3/mo.) multi-day travel to killer locations around the continent



REPORTS TO:

Head of Operations & Creative Development and the CEO

COMPENSATION:

\$60,000-\$75,000, + Healthcare Allowance

Full-Time, competitive salary based on experience with a 2-year initial term.

ROLES AND RESPONSIBILITIES:

As indicated, this position offers engagement through a high variety of areas, including...

Project Coordination & Operations

- Plan and execute logistics surrounding retreats, events, and forum sessions
- Hit project timelines, monitor budgetary progress, and ensure deliverables are met
- Serve as a logistics point of contact for clients, 3rd parties, and team members
- Coordinate with vendors, venues, and suppliers to ensure seamless logistics, EG:
 - Restaurant buyouts
 - Hotel contracts
 - Supply & material inventory management

Process Management and System Design

- Maintain and improve operational systems, including filing, scheduling, and communication tools
- Liaise with the third-party development of database management, ensuring client and vendor information is up to date
- Prepare and distribute event materials, Run-of-Show, agendas, gifts, swag, etc.

“Air Traffic Control”: Administrative Support

- Manage calendars for leadership, scheduling meetings, calls, and events
- Handle correspondence, including drafting emails, preparing documents, etc.
- Organize travel arrangements (including booking flights, accommodations, etc.)
- Help prepare reports, invoices, and communications for clients and partners
- Track and follow up on action items from meetings to ensure timely completion

REQUIREMENTS:

- 2+ years of experience in administrative support, project coordination, or similar.
- Exceptional organizational skills with a strong attention to detail
- High proficiency in project management tools (e.g., Asana, Pipedrive, Trello, or Hubspot, etc.) and office software (e.g., Google Workspace, Powerpoint, Excel)
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Strong written and verbal communication skills
- Capable of medium physical work; lifting up to 50 pounds, hiking over 3 miles, etc.



Preferred Background:

- Experience in event planning, logistics, and/or hospitality
- Experience with customer relationship management (CRM) systems
- Driven and motivated by entrepreneurial environments
- Experience fostering momentum toward a movement and/or community

Preferred Mindset:

- Proactive, anticipatory, and resourceful: problem-solving in nature
- Seeking an integrated, bold, authentic life
- Strong desire to learn from an attendee pool of incredibly impactful leaders
- Thrives within a fast-paced, curious, rapid-ideation environment
- Looking to be “turned loose” on projects – connecting dots and creating new tools

ADDITIONAL BENEFITS:

- Flexible work environment, with limited (but available) schedule design capabilities.
- Travel to some of the nation’s best resorts, boutique properties, and national parks
- Merge passions for nature with passions for actualized leadership development
- Opportunity to contribute to (and engage within) impactful projects and events attended by C-level leaders from around the world
- High degree of entrepreneurial autonomy, innovation, and creativity

HOW TO APPLY:

Send your resume and a brief statement about your organizational superpowers to RileyFerrero@BusinessOutside.com.

JOIN OUR TEAM, dedicated to authenticity, vulnerability, and impact, to our wildly varied adventures. Let’s **MAKE IT HAPPEN!**

