



Job Description - Chief of Staff

Designation: Chief of Staff

Reports to: Chief Executive Officer

Start Date: Immediate

Location: Bengaluru

About the Job

Job Description

The Chief of Staff will partner closely with the Chief Executive Officer to drive organizational execution, streamline systems, and oversee cross-functional initiatives in a rapidly growing organization.

This role requires a high-agency, strategic, and execution-oriented leader who thrives in ambiguous environments, spots organizational gaps early, and independently drives solutions end-to-end. The ideal candidate brings strong experience in organizational building, systems implementation, and cross-team coordination in a growing or fast-scaling environment.

The Chief of Staff will serve as a key bridge between the CEO, leadership team, and external stakeholders, ensuring that priorities translate into action and that the organization operates with clarity, accountability, and momentum.

Key Responsibilities:

- Act as a strategic thought partner to the CEO, helping define organizational priorities and ensuring they are clearly communicated and executed across teams.
- Translate strategy into structured execution plans with clear ownership, milestones, and accountability, and track progress across key organizational initiatives.
- Proactively identify organizational gaps, bottlenecks, and opportunities, and independently design and drive solutions end-to-end.
- Lead and monitor the execution of high-priority initiatives across operations, fundraising, HR, technology, and communications, ensuring cross-team alignment and timely delivery.
- Build and implement systems for project management, decision tracking, internal communication, and information flow to strengthen organizational effectiveness.
- Introduce and manage enterprise tools such as CRMs, project management platforms, knowledge repositories, and AI-enabled productivity tools, ensuring adoption and consistent use across teams.
- Support leadership team processes including annual planning, progress reviews, and resolution of cross-functional bottlenecks in collaboration with the CEO, Directors, and Program Managers.
- Represent the CEO Office in meetings with donors, advisors, partners, and senior stakeholders, ensuring clear communication and diligent follow-through.



- Support fundraising and external engagement through proposal development, narrative building, data consolidation, and coordinated donor communication.
- Lead special strategic projects requiring cross-department collaboration, structured problem-solving, and high execution ownership.
- Strengthen organization-wide communication and contribute to outward-facing storytelling that effectively conveys the organization's work, impact, and vision.

Requirements

1. At least **15+ years of experience** in a Development Sector Organization leading cross-functional projects, systems-building, or strategic execution in a growing organization (social enterprise, startup, consulting, climate/sustainability sector preferred).
2. Proven ability to operate with **high agency and ownership**, identifying problems early and driving solutions from concept through execution.
3. **Exceptional project and operations leadership**, with a proven ability to bring structure, clarity, and accountability to complex and unstructured settings.
4. **Highly proactive, execution-oriented self-starter** who anticipates needs, drives initiatives forward, and works independently with minimal oversight.
5. **Outstanding communication skills**, including writing, facilitation, and executive-level presentations.
6. **Demonstrated ability to manage multiple priorities** while collaborating effectively across diverse, multidisciplinary teams.
7. **Strong analytical and organizational skills**, with hands-on experience implementing and managing digital systems (CRMs, project management platforms, and knowledge-management tools).
8. Strong **external-facing capability**, with confidence engaging donors, partners, advisors, and senior stakeholders.
9. Comfort using and experimenting with **technology and AI tools** to improve productivity, decision-making, and organizational systems.
10. Entrepreneurial, collaborative, and mission-driven, with **strong curiosity and interest in wildlife conservation, climate action, and rural development**.

Application Requirements:

1. Letter of Intent (1 - 2 pages), describing personal interest and experience.
2. Resume/CV with relevant work experience.
3. Professional References (minimum of 3 with contact details).

Payscale:

20-25 LPA, and or commensurate with experience.

Application Deadline:



FORM LINK -<https://forms.gle/ETyKkZW0AVGNZ66h8>

REGISTERED OFFICE Centre for Wildlife Studies, No. 403, Seebo Apartments, 26-2, Aga Abbas Ali Road, Bangalore - 560042

ADMIN OFFICE Centre for Wildlife Studies, 37/5, Yellappa Chetty Layout, Ulsoor Road, Bangalore - 560042