November 16, 2026

Position Title: **Chief of Staff**
Reports to: **President & CEO**
Classification: **FLSA Status - Full-time/Exempt/Salaried**

Position Summary

The ***SkillSource*** Group, Inc. (SSG) supports economic and workforce development initiatives throughout the Northern Virginia region. The **Chief of Staff** serves as a trusted strategic advisor and organizational leader, partnering closely with the President & CEO and Senior Leadership Team to advance organizational priorities, strengthen operational effectiveness, and ensure excellence in governance, compliance, and executive operations. This position serves as the CEO's chief organizational integrator and is responsible for coordinating board governance, policy administration, strategic planning implementation, compliance monitoring, contract administration, executive project management, and select corporate functions. The Chief of Staff works across departments to facilitate collaboration, improve accountability, manage strategic initiatives, and support informed decision-making by the CEO and Board of Directors. The ideal candidate is a highly organized, politically astute, and solutions-oriented professional who thrives in a fast-paced environment, exercises exceptional judgment and discretion, and possesses the ability to manage complex projects involving multiple stakeholders.

Key Responsibilities

Board Governance & Executive Support

- Serve as primary staff liaison to the Board of Directors and Board Committees.
- Coordinate board and committee meeting schedules, agendas, materials, minutes, and follow-up actions.
- Maintain official corporate records, governance policies, resolutions, and board-related documentation.
- Monitor and track board directives and strategic priorities to ensure timely execution.
- Support the CEO in preparing presentations, reports, correspondence, and executive communications.

- Assist with management of executive schedules, priority initiatives, and stakeholder engagement activities

Contract Administration, Compliance & Risk Management

- Maintain organizational contract databases and compliance calendars.
- Monitor grant, contract, and funding agreement obligations, deliverables, deadlines, and renewal requirements.
- Coordinate internal responses to audits, monitoring reviews, compliance assessments, and regulatory inquiries.
- Partner with Finance, Programs, and external stakeholders to ensure compliance with applicable federal, state, local, and contractual requirements.
- Support organizational risk management efforts, including insurance administration and policy oversight.
- Assist leadership in identifying and mitigating operational and compliance risks.

Strategic Planning & Organizational Effectiveness

- Support implementation and monitoring of SSG's strategic plan and organizational priorities, including for Virginia Career Works-Northern and GO Virginia, Region 7
- Develop and maintain systems for tracking strategic initiatives, key performance indicators, and organizational goals.
- Coordinate Senior Leadership Team meetings, retreats, and planning sessions.
- Facilitate cross-functional collaboration and communication among departments.
- Lead or support enterprise-wide initiatives and special projects assigned by the CEO.
- Assist leadership with organizational change management and continuous improvement efforts.

Corporate Administration and External Partner Management

- Serve as organizational liaison with legal counsel, insurance brokers, benefits providers, and other professional service vendors.
- Coordinate vendor agreements, contract renewals, performance monitoring, and communications.
- Support procurement and vendor management practices that promote efficiency, accountability, and value.
- Assist with management of organizational memberships, affiliations, and strategic partnerships.
- Support development and maintenance of organizational policies, procedures, and administrative controls.
- Ensure effective administration of corporate governance and organizational records.

Other

- Represent SkillSource Group at stakeholder engagements as assigned.
- Support organizational culture, employee engagement, and leadership development initiatives.
- Perform other duties and special projects as assigned by the President & CEO

Required Qualifications

The **SkillSource Group, Inc.** recognizes that talented individuals obtain skills through a variety of professional, educational, military, volunteer, and lived experiences. The qualifications below are representative of the types of knowledge, skills, and abilities related to successfully executing this role

- Commitment to the mission and values of SkillSource Group and the Northern Virginia workforce development system.
- Bachelor's degree in Public Administration, Business Administration, Nonprofit Management, Communications, Political Science, Law, or a related field.
- Minimum seven (7) years of progressively responsible experience supporting organizational operations, public administration, nonprofits or related fields.
- Knowledge of nonprofit governance, compliance, risk management, contracts, and grants administration.
- Strong project management, organizational, and operational leadership skills.
- Experience coordinating complex projects involving multiple stakeholders and competing deadlines.
- Exceptional written, verbal, and interpersonal communication skills.
- Strong analytical and problem-solving abilities, with the ability to synthesize information and provide actionable recommendations.
- Advanced proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.
- Ability to handle confidential and sensitive information with professionalism, discretion, and sound judgment.
- Strong work ethic, integrity, maturity, and collaborative leadership style.
- Must possess excellent organizational skills, attention to detail, and the ability to effectively manage multiple priorities.
- Access to and utilization of a privately-owned automobile for travel throughout the Northern Virginia region (business mileage reimbursed at the IRS-approved mileage rate).

Preferred Qualifications

- Master's degree in Public Administration (MPA), Business Administration (MBA), Nonprofit Management, or related field.
- Experience supporting a workforce development board, workforce intermediary, regional nonprofit, local government, economic development organization, or public-private partnership.
- Professional certifications in project management, grants management, governance, compliance, or nonprofit leadership.
- Familiarity with federal workforce programs, grants management, and public-sector funding environments.

Compensation and Benefits

The target salary range for this role is $95,000 to $105,000 annually, depending on education, qualifications, and experience. The***SkillSource*** Group offers an outstanding benefits package, including:

- 401(k) Retirement Savings Plan
- Employer-supported Health, Dental, Vision, Life, and Disability Insurance
- Generous Paid Time Off and Holiday Benefits
- Professional Development Opportunities
- Hybrid and Flexible Work Environment

Physical Demands and Work Environment

Work is performed primarily in an office or hybrid environment. Position requires extended computer use, communication by phone and video conference, and occasional travel to meetings or sites within Northern Virginia. Occasional additional hours may be required during audits, month-end close, or reporting deadlines. This position will be based at The ***SkillSource*** Group, Inc. administrative office located at 8270 Greensboro Drive, Suite 850, McLean, VA 22102. Free parking provided. This position is eligible for telework consistent with organizational policies.

How To Apply

Please submit a cover letter and resume to Clifford Yee, President & CEO via email at careers@vcwnorthern.com. In the email Subject line, please reference Chief of Staff. Applications received by December 4, 2026 will be assured full consideration.

The SkillSource Group, Inc is an equal opportunity employer, E-Verify participant, and drug-free workplace.