



## **Chief of Staff to the CEO**

*Role based in New York, NY (Hybrid)*

CREO is a NYC-headquartered not-for-profit with a mission to mobilize and catalyze high-impact capital to drive the necessary transition to a low-carbon, sustainable, and prosperous future for all.

To achieve our mission, CREO works with a large ecosystem of global stakeholders, including Members (wealth owners, family offices, and family enterprises), Affiliate Members (select institutional and corporate investors), and Partners (aligned investors such as pension funds, university endowments, or private equity; government; not-for-profit organizations; and academia).

We facilitate investment in sustainability by helping large asset owners and our membership community to build knowledge and confidence via shared insights, research, and programming that focuses on the question of *how* to invest in the decarbonization transition.

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CREO seeks a highly experienced, organized, proactive and mission-aligned operator to serve as Chief of Staff to the CEO. This is a fast-paced, high-trust role supporting CREO's Chief Executive Officer in managing leadership priorities, advancing key organizational initiatives, and ensuring effective coordination and execution across the executive team.

The Chief of Staff will work closely with the CEO and the broader leadership team to streamline operations of the Office of the CEO, manage internal and external communications, and lead/help drive projects that advance CREO's mission and organizational effectiveness. The role requires strong judgment, exceptional communication skills, and a collaborative approach to problem solving.

This position reports directly to the CEO and will work closely with internal and external stakeholders across all teams and geographies.

### **Primary Objectives**

#### **1. Executive Support & Strategic Coordination**

- Serve as a key thought partner and operational aide to the CEO, helping to align internal priorities with organizational goals
- Manage the CEO's calendar, including scheduling calls and meetings and ensuring time is spent on the highest-impact areas and that meetings are strategically sequenced and prepared
- Support the CEO in preparing for and following up on internal and external engagements
- Maintain visibility into leadership priorities and progress on key initiatives, helping to ensure accountability and momentum across teams



## **2. Internal Communications & Leadership Cadence**

- Coordinate internal leadership meetings, including agendas, pre-reads, and post-meeting documentation
- Draft communications, memos, and presentation materials for internal and board-facing audiences
- Ensure the CEO is briefed and prepared for key meetings with timely and relevant information
- Serve as liaison between the CEO and the CREO team, enabling efficient communication and knowledge flow across departments

## **3. Cross-Functional Projects & Process Management**

- Lead and support special projects and initiatives on behalf of the CEO, often in coordination with multiple internal teams
- Track and manage internal workflows related to board preparation, organizational planning, and executive decision-making
- Coordinate with the Operations team to manage scheduling, logistics, and compliance for board meetings and key leadership forums

## **4. Administrative Support**

- Oversee logistics for CEO travel, including itinerary development, booking, and related documentation
- Manage CEO expense reporting and related administrative processes
- Provide on-the-ground support at CREO events or convenings attended by the CEO, including preparation and follow-up

## **Desired Qualifications**

- At least 8 years of experience in operations, strategy, project management, or executive support roles
- Demonstrated experience supporting C-suite executives or senior leaders in a high-performance environment
- Strong organizational and project management skills, with an ability to manage complex workflows across stakeholders
- Excellent written and verbal communication skills, including experience drafting executive communications and presentations
- High emotional intelligence and ability to manage relationships with professionalism, confidentiality, and discretion
- Familiarity with platforms such as Outlook, Slack, Expensify, and Salesforce
- Experience working in a multi-time-zone, distributed team setting
- Interest in sustainability or mission-driven organizations is preferred
- Fluency in English required



## **Compensation & Benefits**

This role will be paid a base salary between **\$110,000 and \$120,000**, commensurate with experience. Additionally, this role will be eligible for performance bonuses of up to 5% of the base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for the team member plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to the team member, equal to 1x Annual Base Earnings.

CREO offers a generous time off package, including PTO and sick leave, week-long org-wide breaks in August and December, observation of federal holidays, and a Summer Friday program.

After six months of service, team members are eligible to participate in the company 401(k) plan, and CREO matches up to 4% on a payroll-by-payroll basis. Team members also have access to 12 weeks of paid family leave for qualifying life events after six months of service

To apply, please send your resume and a note expressing your interest to [hiring@creosyndicate.org](mailto:hiring@creosyndicate.org).

## **More about CREO**

All team members are partners in further engaging, supporting, and activating CREO's growing membership across two Global Hubs – the Americas and EMEA – and 30+ countries to advance CREO's goal of helping members deploy \$100B of high-impact capital into the decarbonization transition by 2025 and catalyze \$900B of institutional capital by 2028.

*CREO is not, and does not provide services as an investment advisor, investment analyst, broker, dealer, market-maker, investment banker, or underwriter.*

*Authorization to work in the United States is required.*

*CREO strives to be a diverse, equitable, and inclusive workplace. As an Equal Opportunity Employer, we are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs and job requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*