



CHIEF OF STAFF
Remote, United States (East Coast Hours)

DR*i* Waterstone
HUMAN CAPITAL

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Overview



Step Up For Students empowers families to access the best possible learning options for their children.

Step Up For Students is a state-approved, nonprofit scholarship funding organization that helps administer scholarships for Florida schoolchildren:

- ❖ The donor-funded Florida Tax Credit Scholarship (FTC) Program and the Family Empowerment Scholarship for Educational Options (FES-EO) helps K-12 students attend private schools.
- ❖ The Family Empowerment Scholarship for Students with Unique Abilities (FES-UA) empowers families to personalize the education of their students by directing funds to where they're needed most.
- ❖ The Personalized Education Program (PEP), which is part of FTC, for students who are not enrolled full-time in private or public school.
- ❖ New Worlds Scholarship Accounts supports K-5 public school students who need additional academic support in reading and/or math.
- ❖ The Transportation Stipend to help K-8 students travel to a public school of their choice

Public education is rooted in the promise of equal educational opportunity, regardless of income, special needs, or home address.

Step Up For Students is a partner of public schools, and these scholarships strengthen public education by offering options to all families so they can choose the learning environment that best meets their children's individual needs.

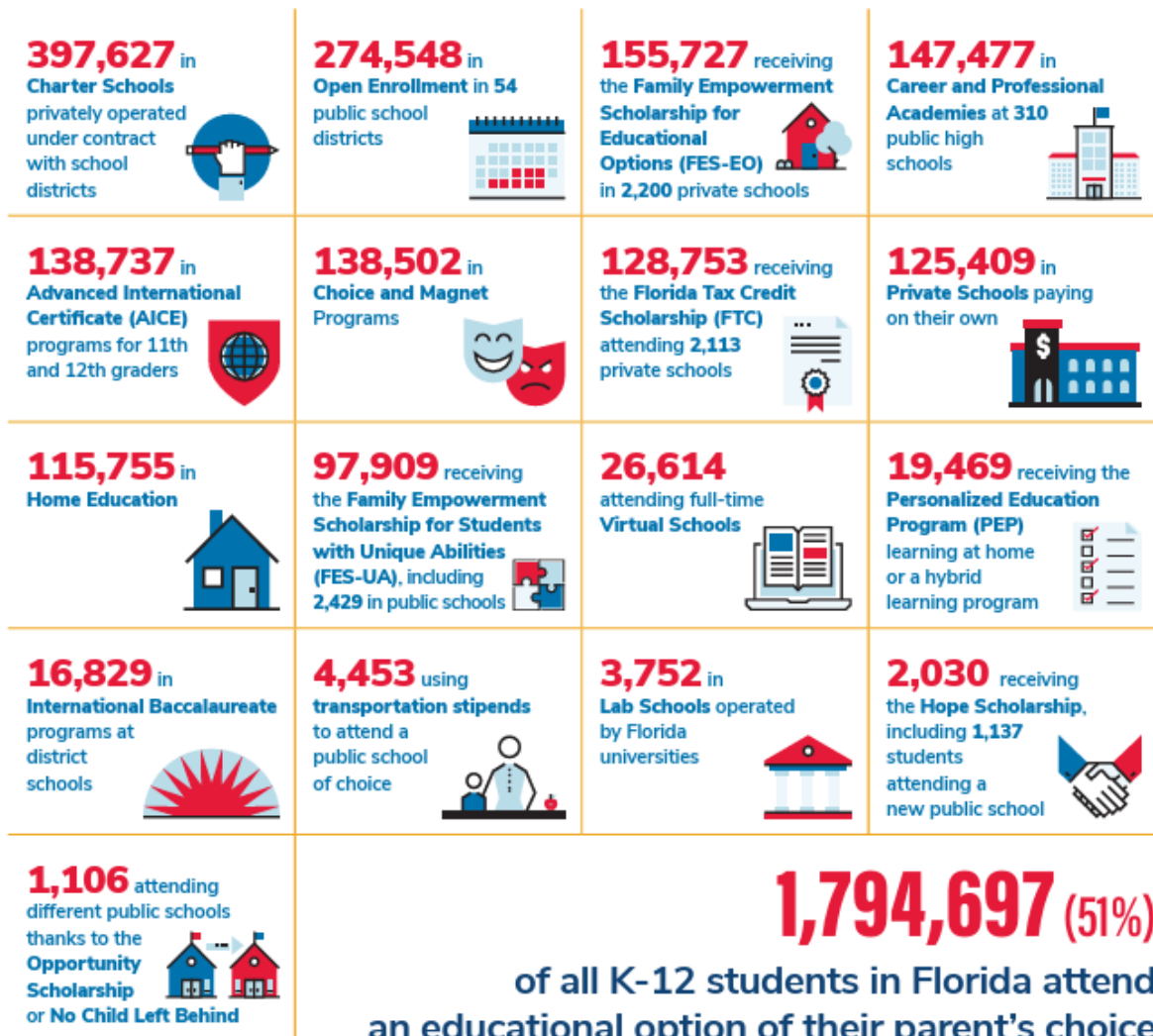


Statistics

Florida's Changing Education Landscape

Nearly 1.8 Million Students Choose

More than half of all Florida's K-12 students participate in an education choice program



The Opportunity

Step Up for Students Seeks a Strong, Operations-Minded Chief of Staff

The Chief of Staff to the Chief Executive Officer is a high-impact, strategic leadership role responsible for driving execution, solving complex challenges, and ensuring the CEO's vision is translated into operational reality. This role is designed for a proactive, results-oriented professional who excels at anticipating needs, removing roadblocks, and advancing key priorities with urgency and precision.

Operating at the intersection of startup agility and institutional strength, the Chief of Staff plays a critical role in a dynamic environment that blends fast-paced innovation with mission-driven impact. This position provides direct support to the CEO and serves as a trusted advisor and thought partner - managing cross-functional projects, leading high-priority initiatives, and strengthening organizational alignment and accountability.

With a strong foundation in sectors such as payments, banking, financial services, not-for-profit, or education, the Chief of Staff will help streamline executive operations, enhance internal and external communication, and accelerate strategic initiatives across the organization. This role offers the opportunity to work at the center of executive decision-making while contributing to long-term organizational success.

Responsibilities:

- ❖ Create the mechanisms that drive accountability on CEO priorities and decisions.
- ❖ Lead CEO office rhythms: preparation, agendas, follow ups, and cross functional coordination.
- ❖ Own board preparation, synthesis, and process management.
- ❖ Track and advance high stakes projects, ensuring momentum and clarity across SLT forums.
- ❖ Attend key meetings with or in place of the CEO; ensure information flows seamlessly across teams.
- ❖ Bring a strategic lens to planning, decision making, and problem solving during a period of hypergrowth.
- ❖ Serve as integrator across chiefs as SUFS scales, including supporting ECA and other emerging initiatives.
- ❖ Build operating practices that help the organization move faster with less friction.
- ❖ Protect CEO bandwidth by filtering and elevating issues that require direct attention.



The Candidate

Experience and qualifications:

- ❖ Minimum of 5 to 8 years leading highly effective teams in a rapidly growing organization.
- ❖ Proven effectiveness supporting the CEO by providing analytical insights, anticipating needs, and advancing key priorities with urgency and precision.
- ❖ Highly organized with demonstrated success facilitating change management through adoption of new workflows and processes while promoting cross-functional alignment.
- ❖ Advanced proficiency using digital tools and platforms to complete tasks, solve problems, and boost productivity. Highly fluent with productivity and collaboration technologies
- ❖ Demonstrated success in payments, banking, financial services, not-for-profit, education and/or military environments.
- ❖ Commitment to the mission and values of Step Up For Students.

Preferred Skills and Competences:

- ❖ Strong business acumen and organizational savviness within a large, complex, and rapidly growing enterprise structure.
- ❖ Entrepreneurial growth mindset with openness to productive collaboration with key stakeholders.
- ❖ Ability to work independently and make sound judgement while driving results with vision and purpose.
- ❖ Demonstrated success in professional or life experiences that align with key responsibilities; relevant military service or project-based work may substitute for formal education.



To learn more and apply, please visit:
<https://driwaterstonehc.com/position/cos-sufs/>

Compensation: \$180k-200k annually

Location: United States Remote, East Coast working hours

Travel: Up to 10%, 4-5 meetings in person annually

Equal-opportunity Employer:

Step Up For Students is an equal opportunity employer committed to diversity & inclusion in the workplace.

Core Values: Step Up For Students believes strongly in two key core values to carry out their mission of “We empower families to pursue and engage in the most appropriate learning options for their children.”

❖ **Everyone is an asset.**

❖ **Every event is an improvement opportunity.**

To maintain a positive and effective organizational culture, employees are expected to demonstrate these two core values in their everyday work.

About DRiWaterstone:

DRiWaterstone is a women-founded executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.