

Job Posting



Chief of Staff (full-time)

Hours: 40.0 hours/week 9am to 5pm, Monday-Friday, some evenings, weekends, and holidays are required

Planting Fields Foundation is seeking a Chief of Staff (COS) who will support the President and CEO's vision and goals and help manage effective and efficient day to day operations, streamline communications, and implement the strategic planning efforts of the Foundation. All efforts of the COS shall be focused on making time, information, and decision processes more effective for the President and CEO. The COS elevates issues about which the President and CEO should be aware, and, conversely, represents the President and CEO's position to team members throughout the Foundation. By keeping both the President and CEO and senior leaders informed of issues and initiatives, the COS plays a critical role in the efficient flow of information across the Foundation.

The COS will play a vital role in staff management, volunteer coordination, and program oversight, ensuring that operations align with the Foundation's strategic goals and mission. The COS works collaboratively with all departments and provides them with the tools, resources, and information to allow them to be accountable for their budgets and operations. In the absence of the President and CEO, the COS is often charged with the management of all staff.

Duties + Responsibilities

Strategic Planning, Leadership, and Management

- Responsible for managing direct report departments and leveraging cross-departmental work teams. Departments include Advancement, Visitor Experience, Buildings and Grounds, and Education.
- Assumes primary responsibility for coordinating strategic-planning efforts for the Foundation with the President and CEO; works with department heads to establish organization-wide long-range goals and plans; ensures that day-to-day functioning of the Foundation meets and furthers short- and long-range plans that balance strategic objectives and financial outcomes.
- Responsible for aligning the Foundation's internal processes to ensure that staff can support the organization's strategic direction and growth with high productivity and optimism about meeting present and future goals.
- Lead the performance management process that measures and evaluates progress against goals for the organization. Assist staff with establishing relevant SMART goals. Ensures alignment of institutional goals across departments.
- Meets with team members to ensure they understand departmental and individual priorities.

Staff Culture

- Provides leadership, guidance, mentorship and oversight of direct reports, including some director-level staff members, ensuring a positive and productive work environment.
- Regularly brings to the attention of the President and CEO any organizational needs or opportunities to promote organizational culture.
- Provide all staff with a strong day-to-day leadership presence and supports an open-door policy among all staff. Provides opportunities for staff to give feedback on administrative, operating, and programmatic processes.
- Plays a formative role in strengthening the culture of the Foundation by focusing on accountability and results. Takes responsibility for team building and professional development. This includes growing a culture and processes that support collaboration.
- Works with all parties to resolve conflicts when they arise.
- Oversee staff communications, meetings, and presentations.

Operations and Internal Administration

- Analyzes operations to evaluate efficiency and performance of the Foundation and its staff in meeting objectives and determining areas of program improvement, or policy change.
- Cultivate strategic partnerships with NYS Parks team.

- Work with the President & CEO, Board of Trustees, staff, and community stakeholders to drive growth, financial success and community partnership opportunities.
- Partners with the Director of Finance to prepare budgets and forecasts in order to operate productively within the budget.
- Supports the Foundation's HR activities with the Co-Directors of Human Resources, including personnel-related functions, such as hiring, onboarding, training and development, benefits planning and administration, compliance, and termination actions, performance reviews, goal setting, employment contracts, and compliance with NYS Labor Laws.
- Responsible for contract review and revisions, including MOUs, contractor agreements, and vendor agreements.
- Leads meetings and serves as the primary point of contact for peer organizations, contractors, vendors, and other external partners, as needed.
- Other duties as assigned.
- Reports to the President and CEO

Education + Experience

- Minimum 10 years of senior staffing management experience or progressive leadership in a nonprofit organization.
- A Bachelor's Degree in business administration, public administration, museum management, or communications. A Master's degree is preferred.
- The ideal candidate possesses prior experience as a chief of staff or number two in a small to mid-sized organization, and experience in artfully managing teams.
- Strong leadership and management skills, with the ability to motivate and inspire a team.
- A track record of transformational leadership and results.
- Excellent communication skills, both written and verbal.
- Can demonstrate initiative, resourcefulness, and a creative approach to problem-solving and conflict resolution.
- The ability to build and maintain strong relationships with colleagues and stakeholders.
- Excellent time and project management skills embodying adaptability and flexibility.
- Ability to identify and resolve operational challenges effectively.
- Works well under pressure in a fast-paced, solutions-focused, team environment.
- Strong understanding of technology and its application in museum operations.
- Working knowledge of Microsoft Office Suite.

Additional Information

This is a full-time position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Employees are eligible to participate in a generous benefits program. The salary range is \$120-\$140k.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (both in PDF format) to hr@plantingfields.org

About Planting Fields

Through a balanced approach to preserving and creating, Planting Fields Foundation (the Foundation) stewards the built and natural environment of Planting Fields as a public center of learning and life. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org.