

THE GILDER LEHRMAN  
INSTITUTE *of* AMERICAN HISTORY

Chief of Staff



**ORGANIZATION:** Gilder Lehrman Institute of American History  
**POSITION:** Chief of Staff  
**REPORTS TO:** President and CEO  
**LOCATION:** New York, NY; in-person (full time in-office, with some flexibility)  
**INFORMATION:** [gilderlehrman.org](http://gilderlehrman.org)  
**TO APPLY:** Please send cover letter and resume as one PDF to [GLICOS@pbrsearch.com](mailto:GLICOS@pbrsearch.com) with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

## **BACKGROUND**

The Gilder Lehrman Institute of American History (GLI, or the Institute) is the nation’s leading nonprofit and nonpartisan organization dedicated to improving the teaching and learning of American history through educational [programs](#) and resources. GLI serves K-12 teachers and students, honors scholars, and welcomes and informs the general public. Since its founding in 1994, GLI has created powerful and meaningful ways to teach and learn history. At the Institute’s core is the [Gilder Lehrman Collection](#), one of the greatest archives in American history. Drawing on the 87,000 documents in the Collection and an extensive network of eminent historians, the Institute provides direct access to unique primary source materials. Through teacher seminars, online courses, exhibitions, digital materials, public events, publications, videos, and more, the Institute brings every period of American history to life in classrooms and homes worldwide. The acclaimed [Hamilton Education Program](#), for instance, provides unique online and in-classroom opportunities to explore the American Founding Era through original documents and student creativity. The Gilder Lehrman [Affiliate School](#) network comprises more than 14 million students and 97,000 educators from more than 37,000 schools worldwide.

## **POSITION**

The inaugural Chief of Staff (COS) will work in close partnership with the President and CEO (the President) and senior leaders as a facilitator, sounding board, and implementation partner. Because this role will be responsible for managing a wide range of projects, issues, and initiatives across the organization, it is essential for the COS to be a strategic thinker, analytical problem-solver, and collaborative leader with exceptional written and verbal communication skills.

## **ORGANIZATIONAL RELATIONSHIPS**

- Reports to the President and is a strategic advisor and member of the senior leadership team.
- Supervises the Coordinator, President’s Office and Board Operations.
- Collaborates closely with others to promote and manage positive, effective relationships between the President’s office and both internal (Board of Trustees, senior leaders, and other staff) and external (donors, partners) stakeholders.

## **RESPONSIBILITIES**

- Ensure that the President’s priorities and key strategic initiatives are clearly and effectively communicated, coordinated, and implemented across the organization.
- Focus on the “what and why” to complement the Chief Operating Officer’s (COO’s) oversight of “the how” (i.e. execution and process). Work closely with the COO to translate priorities into operational plans, track progress, and escalate issues to the President as needed. Meet regularly with the COO and other senior leaders to ensure alignment and follow-through.
- Serve as a critical thought partner to the President on vetting and developing potential new initiatives. Pressure test ideas, conduct research, synthesize information on impact and trade-offs, and facilitate decisions to align next steps with the appropriate team members.

- Improve the productivity and quality of interactions between staff and the President by increasing the flow of information across the organization; facilitating decision-making; and offering thoughtful, well-informed recommendations to leverage the President's time and efforts in the most effective way.
- Prepare briefings, presentations, agendas, and talking points as needed in advance of key internal and external meetings (e.g. senior leadership team meetings, donor and board meetings). Afterwards, follow up on action items and deliverables to ensure their timely completion. Help lead internal meetings, accompany the President to key external meetings, and serve as a liaison/representative of the President's office as appropriate.
- Support Board of Trustees engagement on behalf of the President's office as needed, in close collaboration with the COO and Development department.
- Directly supervise and manage the President's Office and Board Operations Coordinator. Help filter, prioritize, and structure what makes it to the President and what is put on the President's calendar.
- Working closely with the COO and other senior leaders, help propose, design, and coordinate events and initiatives to nurture and build an inclusive and positive team culture.

## **QUALIFICATIONS**

### **Experience**

- Minimum 7 years of relevant professional experience, ideally at a nonprofit, partnering closely with executive leadership
- Experience in a startup organization or entrepreneurial environment a plus
- Experience translating high-level strategic priorities/ideas into actionable projects and monitoring progress
- Deep understanding of how to increase cross-departmental collaboration on complex programs and projects, as well as a proven ability to build trust across disparate, cross-functional teams
- Track record of taking an early-stage idea from assessing impact, feasibility, and risks through successful implementation
- Strong organizational skills and the ability to set priorities and meet deadlines in a fast-paced, dynamic environment while keeping the big picture in mind
- Educational background and/or demonstrated interest in American history, Civics, or related fields a plus

### **Personal Attributes**

- Passion for GLI's mission of advancing nonpartisan American history education
- High emotional intelligence; the ability to connect and engage with a wide range of stakeholders (staff, trustees, donors, partners, and others) with equal ease
- Excellent judgment; high integrity, diplomacy, and professional maturity
- Exceptional oral and written communication skills; ability to quickly gather, synthesize, and present information clearly to decision-makers
- Low ego, solutions-oriented, and analytical thinker who brings a "yes, and" mindset to advance work while respecting real-world constraints
- Ability to maintain tact, discretion, and confidentiality

## **COMPENSATION**

- Anticipated salary is \$150K - \$180K, commensurate with qualifications and experience
- Comprehensive benefits package including medical and dental insurance, retirement contribution match, flexible spending accounts, tax-free commuter benefit, and paid time off

***Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, GLI encourages you to apply.***

## **PBR** **EXECUTIVESEARCH**

*GLI is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. GLI will provide reasonable accommodations for qualified individuals with disabilities.*