

Chief of Staff  
Virginia Military Institute

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Downloaded On: Oct. 9, 2024 2:23am

Posted Oct. 8, 2024, set to expire Feb. 9, 2025

**Job Title** Chief of Staff  
**Department** Superintendent's Office  
**Institution** Virginia Military Institute  
24450, Virginia

**Date Posted** Oct. 8, 2024

**Application Deadline** Open until filled  
**Position Start Date** January 2025

**Job Categories** Senior Executive Officer

**Academic Field(s)** Public Relations/Marketing  
Business & Administration  
University Administration

**Job Website** <https://www.vmi.edu/about/offices-a-z/human-resources/jobs/all/job-openings/name-46503-en.p>

**Apply Online Here** <https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=502us>

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### **Job Description**

Virginia Military Institute (VMI) is pleased to announce a search for a Chief of Staff. The Chief of Staff (CoS) serves as a key advisor and strategic partner to the Superintendent and institute executives, facilitates decision-making, oversees implementation of the strategic plan, and ensures alignment with organizational goals. The CoS acts as a trusted counsel, supporting both the internal leadership team and external stakeholders by managing communications, complex initiatives, and the day-to-day operational execution of the Institute's strategic priorities. This position will draw upon broad concepts and ideas to continuously advance strategic projects and planning for institutional priorities, develop cross-functional action plans, drive results, and measure success and impact to inform future planning and work. The Chief of Staff executes strategic-level decisions ensuring stakeholders have the necessary resources and capacity to meet project objectives. This is an in-person position requiring the incumbent to live on post at VMI or in the nearby community. The position frequently requires a workweek longer than 40 hours including attendance at evening and weekend functions. We invite you to be a part of our dedicated team and contribute to the success of our cadets and our mission.

### **Key Responsibilities**

#### **1. Strategic Advising and Decision Support**

- Acts as a trusted partner to the Superintendent, providing candid and confidential feedback and recommendations on strategy, key decisions, and high-priority initiatives.
- Works closely with the institute's leadership team, bringing data and insights to shape institutional goals, long-term planning, and policy decisions.
- Synthesizes complex information into concise reports and presentations for leadership to inform decision-making.

#### **2. Project Management and Oversight**

- Oversees the Institute's strategic plan and high-impact, high-visibility projects and initiatives, ensuring that they align with divisional and institutional priorities.
- Ensures timely, accurate, and successful completion of strategic initiatives, driving for measurable results and assessing progress against key performance indicators (KPIs).
- Leads cross-functional action plans, coordinates stakeholders, and manages resources to meet project objectives.

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### **3. Internal and External Stakeholder Relations**

- Serves as a representative and designee of the Superintendent, interacting frequently with internal teams, senior management, and external stakeholders.
- Engages with external agencies and key partners to advocate for the institution's goals, partnerships, and funding opportunities.
- Collaborates with campus and division leadership to ensure communication consistency and promote strategic priorities across departments and constituencies.

### **4. Operational Leadership**

- Directs day-to-day operational planning and execution, ensures alignment of tasks and processes with strategic priorities, and monitors progress of operational goals.
- Supervises strategic planning, including the creation, implementation, and management of long-term goals and institutional strategies.
- Coordinates the internal flow of communication between executives and key departments, facilitating decision-making and ensuring timely dissemination of information.

### **5. Supervision and Team Development**

- Provides the full range of supervisory responsibilities (e.g., hiring, evaluating, coaching, disciplining) by overseeing the work of the Director of Human Resources and the strategic planning officer, mentoring them to achieve success in their respective roles.
- Oversees efforts in hiring, training, and developing teams to ensure they possess the necessary skills and capabilities to support divisional objectives.
- Promotes a positive work environment, fostering collaboration and strong employee engagement practices.

### **6. Communications and Advocacy**

- Coordinates with the Communications and Marketing director to increase visibility and transparency around the institution's projects, priorities, and achievements.
- Provides leadership and advice on policy issues, strategic initiatives, and external messaging related to college projects and initiatives.

### **7. Budgeting and Financial Management**

- Collaborates with the Deputy Superintendent of Finance and Support to oversee the

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development of the headquarters operating unit annual division budgets, monitoring expenditures and providing updates on progress toward financial goals.

- Provides guidance on budgetary evaluations as they relate to divisional and strategic goals.
- Identifies new business opportunities and ensures financial resources are aligned with the organization's objectives.

### 8. Governance and Compliance

- Facilitates development and review of institutional policies and regulations. Ensures institutional compliance with state and federal laws and regulations.
- Partners with institute staff to identify and mitigate risks associated with strategy, finance, operations, information technology, and reputation.
- Conducts research and analysis to advise on policy development and institutional goals, ensuring they align with governance standards.
- Provides support and counsel to the Board of Visitors on matters related to Institute regulations, policies, and procedure.

### Qualifications

- **Minimum:** Master's degree with 10+ years of experience, including at least 5 years in a strategic role. Strong interpersonal, communication, project management, and budgeting skills are essential.
- **Preferred:** VMI alumnus. Doctoral degree or other terminal degree, particularly in higher education leadership, management, public administration, or related field. Experience in higher education, military (e.g., O-6) or government (e.g., GS-15 or SES) is highly desirable.

### Competencies

- Strategic thinker with excellent problem-solving and analytical skills.
- Strong leadership capabilities with experience in managing high-performing teams.
- Ability to manage multiple projects concurrently while delivering measurable results.
- Highly effective communicator with strong interpersonal skills to build relationships across diverse groups.
- High degree of integrity, ethics, and discretion in handling confidential matters.
- Sound judgment.

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To apply, include a cover letter that discusses your experience as it relates to the key responsibilities and qualifications of the job. Salary is commensurate with experience plus a competitive benefits package. The anticipated start date is January 2025.

### **EEO/AA Policy**

VMI is an Equal Opportunity Employer. In a continuing effort to enrich its academic environment and provide equal education and employment opportunities, VMI encourages women, minorities, disabled individuals, and veterans to apply. AmeriCorps, Peace Corps, and other national service alumni are also encouraged to apply. VMI will provide reasonable accommodation to qualified individuals with documented disabilities to ensure equal access and equal opportunities with regard to employment, educational opportunities, programs and services.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Human Resources  
Virginia Military Institute  
24450, VA 24450

**Phone Number** 540-464-7322

**Contact E-mail** hroffice@vmi.edu