



Chief of Staff

Washington, D.C.

About the DeFi Education Fund:

Headquartered in Washington, D.C., the DeFi Education Fund (DEF) is a nonpartisan research and advocacy non-profit group that educates lawmakers and the public about decentralized finance and advocates for sound DeFi policy.

Job Description:

DEF is looking for a Chief of Staff to provide strategic advice and support directly to the Chief Executive Officer, as well as serve as a resource and unifying force across the organization. While day to day activities will vary, the Chief of Staff will handle a wide variety of strategic and administrative tasks that will advance the organization's mission, increase efficiency, and make the organization more productive and successful. The Chief of Staff will work closely with the CEO to manage priorities and evaluate new opportunities to advance the organization's long term mission.

While an interest in digital assets and/or policy is welcome and valued, it is not required.

DEF's Chief of Staff will be responsible for:

- Serving as a right hand to the CEO, including designing and implementing the strategic goals of the organization, and helping CEO achieve the organization's mission;
- Reviewing, designing, and executing improvements to organizational processes; finding efficiency and productivity gaps and addressing them;
- Developing and building on relationships with all employees for improving existing operations, and helping define new strategies and special projects;
- Setting employee goals and objectives, and managing employees' progress toward reaching them;
- Serving as a liaison among all employees regarding culture and morale, employee well-being, project updates, proposals, and planning;
- Working with the CLO to develop internal policies and best practices;
- Working with communications and community development leads to build and maintain relationships within the digital asset industry.

Eligibility Requirements

- Significant experience (5+ years preferred) working in business management or executive management, organizing and directing multiple teams and departments, and planning and leading strategic initiatives;



- A high EQ with a positive outlook and desire to work with other people;
- An “ownership mentality,” tendency to be a self-starter, and an entrepreneurial spirit with a passion for building and executing strategy from the ground up;
- Excellent written and verbal communication skills and attention to detail;
- Passion for organization;
- The flexibility to work in a fast-paced, campaign-like environment and collaborate with multiple stakeholders within a rapidly changing industry;
- Experience in influencer and social media marketing, especially Twitter.

Salary and Benefits

This is a full-time position with a competitive salary and benefits package.

How to Apply

Please share your resume and a cover letter to careers@defieducationfund.org with “Chief of Staff Position” as the subject.

Equal Employment Opportunity

DEF is committed to providing a workplace based on equal opportunity where diversity is fostered and different perspectives are valued and freely exchanged. We welcome applications from all qualified candidates without regard to race, ethnicity, religion, sexual orientation, gender, national origin, age, disability, or any other identity or characteristic.