


Volunteer Chief of Staff

 Location: Remote

 Commitment: Flexible (5-10 hrs/month)

Join Us!

Zen4Blue is an ocean conservation nonprofit looking for a Volunteer Chief of Staff (CoS) to support leadership and ensure smooth operations.

What You'll Do:

- Assist with strategy, fundraising, and progress tracking
- Streamline operations and encourage team collaboration
- Manage priorities and mentor staff
- Enhance communication and represent the organization
- Support fundraising and resource allocation
- Address challenges and mediate conflicts
- Oversee key projects and track impact
- Ensure compliance and support the board

Why Join?

- ✓ Gain leadership experience
- ✓ Make a real impact on ocean conservation
- ✓ Work with a passionate, dedicated team!

Contact Us

 volunteer@zen4blue.org

 Zen4Blue.org

Volunteer Chief of Staff

A Volunteer Chief of Staff (CoS) for an ocean conservation nonprofit plays a crucial role in supporting the organization's leadership and ensuring that the team operates smoothly, efficiently, and effectively toward achieving its goals.

Strategic Support

- **Help Develop and Implement Strategy:** The Volunteer CoS should work closely with the executive team to shape the organization's strategy, focusing on its long-term goals for ocean conservation. This may include helping with fundraising strategies, community outreach, policy advocacy, and environmental impact tracking.
- **Monitor and Report on Progress:** Keep track of key initiatives and report on progress to leadership and the board. Ensure that the organization's projects align with its mission and goals.

Operational Oversight

- **Streamline Operations:** Help streamline day-to-day operations, making sure teams are aligned, tasks are on track, and resources are being used efficiently.
- **Facilitate Decision-Making:** Act as a liaison between different teams and the leadership, ensuring that decisions are made in a timely and collaborative manner.
- **Manage Cross-Departmental Collaboration:** Ensure that different departments (communications, fundraising, advocacy, research, etc.) are working well together toward common objectives.



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Leadership & Team Support

- Support Leadership Team: Assist the executive director, board members, and senior leadership in managing internal and external priorities.
- Mentoring and Team Development: Help mentor and coach staff, volunteers, and other team members. Offer guidance to ensure that teams are working cohesively and that any issues are resolved promptly.

Communication and Representation

- Act as a Spokesperson: Represent the organization to external stakeholders when needed, whether that's to funders, collaborators, or the community. Ensure the nonprofit's message aligns with its mission and values.
- Enhance Internal Communication: Help improve internal communication processes so that everyone is informed, motivated, and working toward shared goals.

Fundraising and Resource Development

- Support Fundraising Efforts: Assist in fundraising and partnership development. This may involve outreach to potential donors, and helping with event planning and execution.
- Ensure Resource Allocation: Help ensure that resources (financial, human, and otherwise) are used effectively to support mission-driven activities. This includes attendance at major organization events.



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Problem Solving and Conflict Resolution

- **Identify and Address Challenges:** The CoS should help identify any operational challenges, bottlenecks, or issues that may arise and work to find solutions quickly. This may include troubleshooting internal processes or navigating external barriers.
- **Serve as a Diplomatic Mediator:** Help mediate conflicts that arise within the organization, between team members, or between the organization and external stakeholders.

Project Management and Execution

- **Coordinate Projects:** The CoS may oversee and coordinate key projects, ensuring deadlines are met, resources are allocated efficiently, and quality standards are upheld.
- **Track Outcomes and Impact:** Help track and measure the outcomes of key projects to demonstrate the organization's impact on ocean conservation.

Adherence to Governance and Compliance

- **Ensure Compliance:** Help the nonprofit adhere to legal and ethical standards, including ensuring compliance with environmental laws and nonprofit regulations.
- **Support the Board:** Assist the board with governance activities, providing them with relevant information, research, and reporting on the status of the nonprofit's operations and initiatives.

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Time Commitment & Flexibility

- **Volunteer Nature of the Role:** Since this is a volunteer position, the CoS should manage expectations around the time they can dedicate to the role. However, a high level of commitment, passion for the cause, and an ability to juggle multiple priorities will be important.
- **Flexibility and Adaptability:** The nonprofit world can be fast-paced and unpredictable, especially with conservation efforts, so being adaptable to shifting priorities is key.

Personal Qualities & Skills

- **Strong Leadership and Communication Skills:** The Volunteer CoS should be a strong leader who is comfortable working with various teams, motivating others, and communicating clearly.
- **Organizational & Analytical Thinking:** Strong organizational and problem-solving skills are essential, as well as the ability to analyze situations and come up with effective strategies or solutions.
- **Passion for Ocean Conservation:** As a volunteer role, a deep passion for ocean conservation and environmental advocacy is essential to inspire others and drive the nonprofit's mission.



How To Apply

Overall, the **Volunteer Chief of Staff** should serve as a trusted advisor and operational leader, supporting the organization's strategic direction and ensuring smooth and effective operations. This role is central to maximizing the impact of the nonprofit's work in ocean conservation.

Interested candidates should email volunteer@zen4blue.org with their resume and a brief description of why they are passionate about ocean conservation and would like to become a Chief of Staff for Zen4Blue.

Contact Us



volunteer@zen4blue.org



[Zen4Blue.org](https://zen4blue.org)