



Job Opening: Chief of Staff

Citizens Union & Citizens Union Foundation

New York, NY (Hybrid)

About Citizens Union

For more than a century, Citizens Union has been at the forefront of reform in New York City. We are a nonpartisan and independent good-government group made up of New Yorkers from diverse backgrounds and political beliefs, dedicated to making democracy work for all and united in putting the public interest ahead of special interests. A principled and pragmatic civic watchdog, we combat corruption and fight for political reform in City and state governments.

Citizens Union works to ensure honest and accountable government, fair and open elections, and a civically engaged public. We are an independent force for constructive reform, driving policy solutions and educating the public to achieve responsible and responsive government in the City and State of New York.

Citizens Union is entering a new chapter, expanding its policy portfolio, deepening public engagement, and launching new platforms to elevate civic leadership and reform.

We are building the leadership capacity to shape the next era of this historic institution.

Position Overview

Citizens Union and Citizens Union Foundation seek a strategic, highly organized Chief of Staff to serve as a senior partner to the Executive Director.

This is a deputy-level role with broad responsibility across programs, fundraising, governance, and operations. The Chief of Staff will help translate vision into execution, help oversee the launch of new initiatives, strengthen internal systems, and prepare the organization for a period of growth and increased public engagement.

The person in this role will help build the next chapter of Citizens Union — ensuring that a 127-year-old institution is positioned for renewed relevance and impact.

Key Responsibilities

Strategic Leadership & Growth

- Serve as a trusted advisor and operational partner to the Executive Director
- Help implement the organization's strategic priorities
- Build systems and workflows to support scale and accountability

Executive Partnership & External Positioning

- Serve as a strategic partner to the Executive Director, helping determine where leadership time and public voice can have the greatest institutional impact

- Shape and manage external engagement strategy, including media, public speaking, convenings, and high-level stakeholder meetings
- Evaluate external opportunities to ensure alignment with Citizens Union’s mission, growth trajectory, and policy priorities
- Develop briefing materials and strategic framing to support high-impact public engagement
- Help position Citizens Union and its leadership for increased visibility and influence

Program Launch & Management

- Support the development and execution of major new initiatives, including:
 - A new public events series
 - A new editorial platform focused on public policy
 - A new civic engagement initiative
- Coordinate staff and consultants to ensure timely, high-quality implementation
- Develop project timelines, budgets, and tracking systems

Fundraising & External Engagement

- Support fundraising strategy and donor engagement
- Prepare grant proposals, reports, and briefing materials for funders
- Assist with cultivation efforts and the annual Gotham Greats event

Board & Governance Support

- Help prepare board materials and support meeting execution
- Strengthen board engagement
- Support strong governance practices and effective board operations

Organizational Modernization

- Improve internal operations and project management systems
- Strengthen performance tracking and evaluation
- Support modernization of communications and public-facing engagement

Qualifications

- 5+ years of experience in nonprofit leadership, public policy, government, or mission-driven organizations
- Strong project management and organizational skills
- Excellent writing and analytical abilities
- Experience supporting senior leadership, fundraising, or board engagement
- Ability to manage multiple workstreams in a fast-paced environment
- Experience in New York City policy and civic reform strongly preferred
- We are particularly interested in candidates who are eager to take on senior responsibility and grow alongside a mission-driven institution.

Compensation

Salary range: **\$85,000–\$110,000**, commensurate with experience.

Citizens Union offers a comprehensive benefits package, including health insurance, paid time off, and retirement benefits. This is a full-time, hybrid position based in New York City.

Why This Role Matters

Citizens Union is investing in leadership capacity at a pivotal moment. The Chief of Staff will play a central role in strengthening the organization's infrastructure, expanding its public reach, and helping guide its evolution for the next generation.

Citizens Union is an equal opportunity employer and encourages applicants of all backgrounds and experiences to apply. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, current employment status, or caregiver status.

To Apply

Interested candidates should send a cover letter and résumé with the subject line, Chief of Staff – [Full Name] to smccullough@citizensunionfoundation.org

Deadline to apply: March 23, 2026.