

**Freedman Consulting, LLC: Chief of Staff, Bloomberg Cities Insights Unit
Washington, D.C.***

Freedman Consulting, LLC, a strategic consulting firm, seeks a skilled self-starter with strong organizational and execution skills to join the Bloomberg Cities Insights Unit as Chief of Staff. The Chief of Staff will join a team of content and research professionals working in partnership with Bloomberg Philanthropies' Government Innovation team to:

- Grow, educate, and activate a burgeoning global network of city hall leaders and innovators;
- Elevate and document public-sector innovation strategies and skills and why they work; and
- Identify challenges and opportunities in the public-sector innovation movement.

This person will help drive editorial and research operations, manage workstreams, track projects, direct client communications, and enhance overall operations of the dedicated Freedman Consulting unit supporting the work of Bloomberg Philanthropies' Government Innovation portfolio.

The Chief of Staff will work closely with the Editor-in-Chief of the Insights Unit and should be comfortable managing people and work in a fast-paced environment, bring interest and enthusiasm in the field of public-sector innovation, and offer creative thinking and strategies for advancing discrete project workstreams and supervising deliverable development.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

The Chief of Staff will work across a broad range of research and content-creation initiatives within the Insights Unit, in a client-facing capacity, and, in partnership with the Editor-in-Chief, is responsible for planning and directing all operational and administrative activities for the Insights Unit. Primary responsibilities for the Chief of Staff include:

- Developing, implementing, directing, and maintaining operational processes and workflows that are efficient, accurate, and ensure on-time delivery of work that is fully supportive of Bloomberg Philanthropies' priorities
- Establishing and managing systems to ensure efficient operational processes and the metrics to evaluate, maintain, and improve the unit's work and communicating those metrics to the client

- Overseeing and optimizing the team's communication with the client and key strategic partners
- Working with the Editor-in-Chief to articulate and implement team vision and strategies, helping set priorities on critical issues to facilitate execution on work products
- Overseeing and tracking team budget and external contracting
- Creating and maintaining efficiencies around procurement and archiving of content
- Providing strategic guidance to colleagues and clients

Qualifications of the Ideal Candidate:

Approximately 7-10 years of previous consulting, management, and/or media experience is preferred. Applicants must possess excellent organizational and communication skills, problem-solving acumen, demonstrated project management capabilities, strong presentation skills, and the ability to think through complex issues critically and strategically. Salary and benefits are competitive and commensurate with experience.

To apply, please submit your resume, cover letter, and a writing sample to COS@tfreedmanconsulting.com.

Freedman Consulting, LLC is an Equal Opportunity Employer. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**All Freedman Consulting employees are currently working remotely during the ongoing COVID-19 pandemic. We currently allow fully vaccinated and boosted employees access to our DC office as a workspace and observe safety precautions (vaccination, masking, limited capacity, and distancing). New employees will work remotely and may use the office as a workspace under the same terms.*