

## Chief of Staff

*Based remotely (US only)*

### Your mission

[Patch Caregiving](#) is the first and only childcare benefit designed specifically to meet the needs of the frontline workforce. Born out of years of research at Stanford, Patch is a fast-growing, venture-backed start-up that is already working with some of the [nation's largest employers](#). Patch is looking to bring on a Chief of Staff to report directly to the co-CEOs and to help scale their product effectively and with impact. The Chief of Staff will be a member of the leadership team and work across strategic initiatives and be exposed to every function at the company. Want to learn more? Email [jobs@patchcaregiving.com](mailto:jobs@patchcaregiving.com).

### In this role, some of your responsibilities will include:

- Strategic Projects & Analysis
  - Leading financial analysis to inform key business decisions
  - Reviewing financial performance and identifying opportunities for improvement
- Business Development
  - Refreshing target customer profile and leads
  - Leading relationships with external thought partners and distribution channels
- Customer Success
  - Owning a portfolio of customers
  - Partnering closely with marketing team to launch campaigns and initiatives
- Leadership team
  - Working directly with Co-CEOs on one-off high priority initiatives
  - Assessing external and internal resources and leading vendor relations

### Characteristics of our ideal candidate

We serve a diverse set of customers and families, and we expect our team to embody that diversity. In particular, we invite applications from people from traditionally under-represented backgrounds, especially those with experience holding a frontline job while caring for family members.

### If you are a fit for this role...

#### You're probably excellent at:

- Switching adeptly between a strong attention to detail and the big-picture vision
- Staying organized and meeting or beating deadlines while juggling multiple tasks
- Analytical analyses and financial modeling
- Working with and communicating to a diverse set of stakeholders in both written and verbal form

#### You likely have:

- 3+ years of experience in management consulting, banking, venture capital, or a comparable role at a high-growth start-up
- An alignment with Patch's mission and desire to work at an early-stage start-up
- Experience building decks for a variety of audiences
- Comfort doing data analysis in Excel independently
- US citizenship or work authorization

**Ready to apply?** Send us an email at [jobs@patchcaregiving.com](mailto:jobs@patchcaregiving.com). Include your resume and a short paragraph about what excites you about the role and why you'd be a great fit