CHIEF OF STAFF
to
Tricia & Jeff Raikes

Seattle, WA
THE OPPORTUNITY

The Chief of Staff to Tricia and Jeff Raikes is a newly created role that will support the Raikes’ work across a diverse array of philanthropic and business interests. Energetic, organized and strategic in thought and action, the Chief of Staff will work closely with Tricia and Jeff to ensure optimal use of their time to achieve maximum impact by setting strategic priorities, serving as a thought partner, providing clear analysis and advice, coordinating across teams, and by building partnerships with key constituencies in business and philanthropy.

ABOUT THE RAIKES

The Raikes’ active family, charitable, and business pursuits are representative of their keen appetite for lifelong learning as well as their motivation to serve the community. In addition to their foundation and personal business interests, Tricia and Jeff serve as directors on multiple charitable and for-profit boards in Washington State and nationally.

The Raikes Foundation

Tricia and Jeff founded the Raikes Foundation in 2002 with the mission to empower young people to transform their lives, and they are actively involved in the organization’s work. With an endowment of $126 million, annual budget of $20 million and a staff of 13, the foundation is planning for continued growth. For information about the Foundation and their path to philanthropy, see About Jeff and Tricia on the Raikes Foundation website.

North Forty Group

The Chief of Staff will be employed by North Forty Group (the Raikes’ Family Office). North Forty Group has 10 employees who provide a range of support services for the Raikes family as well as operational support to the Raikes Foundation. North Forty Group and the Raikes Foundation are co-located in the Wallingford neighborhood of Seattle, and North Forty Group also provides back office services to the foundation. The Chief of Staff will work closely with Family Office personnel.
Key Responsibilities of the Chief of Staff

Project Management and Annual Planning

• In partnership with Jeff and Tricia, set strategic priorities for their engagement across a diverse portfolio of business and philanthropic interests.
• Develop and manage key initiatives in service of these strategic priorities.
• Coordinate with family office and foundation staff to synchronize work plans and ensure the principals’ commitments are appropriately balanced.

Strategic Initiatives and Learning Opportunities

• Lead initiatives adopted by the principals
• Deliver strategic review of ideas, proposals or other requests as well as clear recommendations for action
• Conduct research, analysis and appropriate learning opportunities to support the Raikes’ explorations of new interest areas and potential philanthropic or business opportunities.
• Serve as a co-learner and thought partner to advance the principals’ thinking and understanding on a diverse array of topics.
• Analyze and summarize financials and related information to prepare principals for meetings and board-related obligations.

External Relations and Thought Leadership

• Build and maintain strong relationships with key internal and external parties (community leaders, influencers, business associates, dignitaries, consultants).
• Partner with the foundation’s communications team and external consultants to support strategic communications and advocacy, help prioritize where and how principals’ “voice” is used; contribute content as requested.
• Represent the Raikes externally in a variety of settings.
Ideal Candidate

Tricia and Jeff Raikes seek a seasoned strategic advisor to help develop and drive implementation of their business and philanthropic goals and key activities. The ideal candidate possesses intellectual curiosity and diverse sector knowledge enriched by the wisdom, discretion and sound judgment that comes from advising and supporting principals such as a CEO or President. A trusted advisor with professional presence and gravitas, the Chief of Staff will represent the Raikes’ interests internally with colleagues and externally with key stakeholders and uphold their reputation. S/he has sound consultative and advisory skills. The ideal candidate is a servant-leader who demonstrates the confidence to make tough decisions and the humility to deflect the limelight. A person who leads through influence and is a natural collaborator will excel in this role.

The successful candidate has a track record of strategy development across a range of issues and is an accomplished tactician and implementer who can translate vision into action and results. S/he is able to juggle multiple projects and work streams simultaneously, sees problems as opportunities, and radiates calm under pressure. The Chief of Staff role requires a natural relationship builder who has a talent for effective listening and diplomacy when communicating difficult requests or responses. Candidates will have the skills and intuitive agility to tailor their approach to most effectively support the different learning and decision making styles of the two principals.

The Chief of Staff brings well honed business acumen and social sector expertise. Outstanding writing and presentation skills are imperative for both internal and external communications. The ability to analyze and synthesize information quickly and present it succinctly is essential. The ability to apply strategic judgment in the absence of complete information is also important.

Tricia and Jeff Raikes bring a deep commitment to equity to all of their work. They seek candidates who share that commitment and who possess skills and experience that would enhance this ongoing equity work.
Minimum Qualifications

A minimum of 10 years of well-rounded professional experience is required. Progressively responsible roles in a combination of business, foundation, social sector or public sector work is desirable. A bachelor’s degree is required and an advanced degree is strongly preferred. Familiarity with the Pacific Northwest and the Midwest is a plus. The position is based in Seattle and may include up to 15% of time on domestic travel.

To Be Considered

Please submit your resume and cover letter online at http://candidateportal.waldronhr.com. Cover letters expressing your interest in and fit for the role should be addressed to Sarah Meyer. Candidates are encouraged to submit their materials by December 16.

The search for a Chief of Staff is being assisted by a team from Waldron:

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North Forty Group | Chief of Staff
Waldron is honored to work with The North Forty Group in the search for a Chief of Staff. We are doing our best to recruit a talented team member who will accelerate the work of the Raikes family and the Raikes Foundation. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.