



For the life of your business.

**Company: DWH, LLC.**

**Position: Chief of Staff**

**Location: Grand Rapids, MI Office**

DWH, LLC (DWH) works with healthy, under-performing, or distressed companies across a variety of urgent, high-impact situations. Our seasoned professionals are recognized experts in their respective fields, leveraging their skills and experience to create value for all stakeholders.

The Chief of Staff will work directly with the Chief Operating Officer (CEO), clients, staff and stakeholders. The Chief of Staff must have a demonstrated knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. The ability to clearly articulate the Company vision, processes & protocols to employees and managers, clients and business network. The Chief of Staff will use strong leadership and problem-solving skills to assist with the daily operation of an organization.

**ESSENTIAL FUNCTIONS:**

- Support CEO work with clients, staff and other stakeholders.
- Manage the CEO's schedule including schedule meetings and planning travel.
- Collaborate with executive team members to determine and prioritize business strategies.
- Provide department leaders with recommendations and consultation to improve teamwork.
- Plan, coordinate and keeping contents of a meeting focused
- Work with stakeholders to solve complex problems in family-owned and tribally-owned entities.
- Conduct research on a wide variety of topics, summarize data, and present to stakeholders.
- Create or edit reports in Microsoft Word and PowerPoint.
- Create client proposals and other presentations.
- Build or update financial models.
- Participate in client interviews.
- Assist with the development of board reports.
- Project Management - Schedule meetings, set agendas, take notes, update work plans and action lists, and follow up with stakeholders.
- Assist with the creation, implementation and management of business operating systems.
- Understand client culture, political environment and stakeholder agendas.
- Ability to communicate clearly with key stakeholders.
- Innovative with the development of new tools, methodologies and approaches.
- Maintain quality control of service deliverables (e.g., assessments, reports, implementation, etc.).
- Participate in team member development.
- Contribute to internal functions such as committees, protocol development, etc.



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- Other duties may be assigned.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in Accounting, Finance, Business, Engineering or related field required.
- Master's degree preferred.
- CPA, CMA, or CTP preferred.
- Five plus years of progressive leadership roles required.
- Experience with family-owned businesses or tribally owned businesses preferred.
- Advanced Microsoft Office experience required.
- Experience with ERP systems preferred.

#### **COMPETENCIES:**

- Administration and Management: Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Able to clearly articulate the Company vision, processes & protocols to employees and managers, clients and business network.
- Accounting and Analysis: Knowledge of accounting principles and practices, financial markets, banking, analysis and reporting of financial data, knowledge of laws and government regulations pertaining to accounting and finance. Able to understand, interpret, and present financial data, able to identify needs of various businesses and present solutions accordingly. Able to operate with a strategic mindset, but also dive deeply into issues to determine and solve for root cause.
- Communication: Able to interact professionally with colleagues, business network, clients, and Company personnel, able to clearly and effectively communicate information both orally and in writing.
- Training: Able to clearly document Company procedures and policies and train staff and employees on these Company procedures and policies and then hold staff accountable for performance.
- Characteristics: Able to be proactive in taking on tasks from the CEO, self-starter, able to "listen to learn", high emotional intelligence.

#### **WORK ENVIRONMENT:**

The noise level in the work environment is usually quiet to loud. Normal office conditions are expected. But work is done in a client's facility often, which may be an office or a factory.

#### **PHYSICAL DEMANDS:**

May be required sit at a computer work station for an extended period of time. May be asked to lift up to 25 pounds on occasion.

#### **HIRING PREFERENCE:**

Native American & Veteran Hiring Preferences will be applied in accordance with DWH policy



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DWH, LLC is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Qualified candidates please send your resume to Sarah Whyte @ [swhyte@dwhcorp.com](mailto:swhyte@dwhcorp.com)