



Job Title: Chief of Staff for the VP of Business Development

Location: Remote work but the person should be in the Baltimore, greater Philly or south central Pennsylvania areas for possible in-person client meetings.

About Valens Global:

Valens Global provides analysis, strategies, and innovative solutions that anticipate and address complex and critical threats to people, businesses, and organizations. We believe that twenty-first century challenges require analysts who are fiercely independent. We are looking for a team who is in command of granular details, rigorous, and has a bias for action and accountability. A team who is unafraid to challenge received wisdom.

Valens fosters an intellectually vibrant climate. We emphasize teamwork, transparency, meritocracy, accountability, and empowerment at junior levels. We are proud of our track record. Our products exceed our clients' expectations and stand the test of time.

At Valens, you would be part of a smart, talented, confident team of people with diverse backgrounds, experiences, and outlooks. We think Valens is a great place to work, and we think you'll agree.

Job Description:

We are looking for a Chief of Staff for our Vice President of Business Development. We are looking for candidates with grit. You should be resilient, conscientious, and strive for excellence. We want candidates who seek out new challenges and want to grow from them. The candidate must be organized. The candidate must be able to work effectively under pressure. The candidate will be expected to stay on top of deadlines and produce quality work. On top of all that, we want you to be a humble, thoughtful team member. Are you up for the challenge? Read on.

The right candidate will be independent enough to work alone, but cognizant of when to ask for further guidance from the Vice President. They will also be trustworthy, hard-working and stable. This person will be mature enough to handle constructive criticism, but confident in their work product. Attention to detail is a key component to success at this job. This job will be primarily remote so the successful candidate must be able to complete work without oversight in a timely fashion.

Key Responsibilities:

- Do basic research on topics related to the organization's business areas
- Proofing documents for grammar/general editing
- High attention to detail
- Ability to do boiler plate preparation for a variety of types of proposals
- Understanding of formatting requirements for proposals
- Submission of proposals
- Event/Conference planning
- Travel Arrangements for VP (air, hotel, car)
- Setting up virtual Meetings and coordinating calendars for the leadership team

- Good sense of deadlines, and ability to track multiple due outs at the same time
- Writing ghost emails for VP

Minimum Requirements:

- Bachelor's Degree and 3 years of experience working in similar roles
- Knowledge of federal, state, and local procurement practices
- Proficient in reviewing and analyzing government solicitations and related documents
- Ability to independently investigate and research existing sources to supplement existing knowledge
- Can estimate time for proposal deliverables and adhere to schedules
- Excellent communication skills, both written and oral
- Expert at Word, Excel and PowerPoint
- Prior military or government experience a plus
- Knowledge of the GSA Schedule or similar systems a plus
- Grant writing experience a plus
- U.S. Citizenship required

Required Application Materials:

- Cover letter. Don't just tell us about your resume. In your cover letter, please answer the following question: *Describe an obstacle you have overcome and how it has shaped who you are. In addition, please let us know why you are interested in the Chief of Staff position.*
- Resume or CV. Let us know every job you have ever had; feel free to include volunteering opportunities too. Highlight not only your responsibilities, but also obstacles you had to overcome at each position you held.
- [Behavioral Assessment](#): We use this assessment to make sure you are a behavioral match for the job. There is no one profile that is the perfect fit and this is only one part of the application material. The assessment takes only 6 minutes and you will receive a report afterwards with a summary of the findings. Please note that you do not have to send us your report, as we will have access to it automatically. Feedback from the behavioral assessment will be of professional and personal value to the applicant regardless of the outcome.

Please send all application materials in a single PDF to info@valensfirm.com

Valens Global LLC is an equal opportunity employer. It is our policy to provide equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other basis prohibited by federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.