



**Job Title: Chief of Staff – River Health**

**Location:** Minneapolis, MN

**Employment Type:** Full-time

**About the Organization**

River Health is building the best health plan for hourly workers. Our platform helps employers and employees navigate healthcare choices while ensuring seamless data integration with payroll systems.

**Role Overview**

The Chief of Staff at River Health will be a key strategic partner to the CEO, responsible for driving organizational excellence and ensuring seamless execution of the CEO's vision. This role offers a unique opportunity to gain firsthand insight into the challenges and responsibilities of a founder and CEO. You will work across strategy, execution, and communication, collaborating with teams across multiple functions. It's an ideal role for a dynamic, motivated individual who thrives in fast-paced environments and is passionate about expanding access to affordable healthcare.

**Key Responsibilities**

**Strategic Alignment & Execution**

- Partner with the CEO to translate organizational goals and priorities into actionable plans.
- Coordinate cross-functional teams to ensure alignment and successful delivery of strategic initiatives.
- Monitor progress against key performance indicators and provide regular updates to leadership.

**Operational Leadership**

- Act as a liaison between the CEO and department heads, facilitating effective communication and collaboration.
- Identify and address operational bottlenecks, ensuring seamless execution of projects and programs.
- Develop and maintain systems for tracking organizational priorities, deadlines, and outcomes.
- Lead special projects and initiatives as directed by the CEO.

## **Stakeholder Engagement**

- Represent the CEO and organization in internal and external meetings as needed.
- Build and maintain strong relationships with key stakeholders, including our board.

## **Communications & Reporting**

- Prepare presentations, reports, and briefings for the CEO to effectively communicate organizational achievements, challenges, and priorities.
- Serve as a thought partner to the CEO, providing insights, analysis, and recommendations to inform decision-making.

## **Qualifications**

### **Skills & Competencies**

- Strong strategic thinking and problem-solving skills.
- Comfortable building and working with data and financial models to inform decisions, guide strategy, and drive business outcomes.
- Proven ability to work across diverse teams and functions to achieve organizational goals.
- Exceptional organizational skills with a track record of managing complex projects.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities and work effectively under tight deadlines.
- High emotional intelligence and ability to build trust and credibility across stakeholders.

### **Personal Attributes**

- Passion for healthcare innovation and affordability.
- Proactive, resourceful, and solutions-oriented mindset.
- Adaptable and comfortable navigating ambiguity.

## **Compensation and Benefits**

- Competitive salary & equity package
- Comprehensive health, dental, and vision benefits
- Flexible PTO policy
- Professional development budget
- Collaborative, supportive team environment