



## Special Advisor to the CEO

Type: Full Time

Location/Time Zone: Remote

Reports to: Chief Impact Officer

Ideal Start Date: As soon as possible

Salary Range: \$100,000-\$115,000, commensurate with the candidate's relevant experience, capabilities, and skills, and set in alignment with internal equity.

## About WELCOME.US

Welcome.US is a national, non-partisan initiative dedicated to inspiring, mobilizing, and empowering Americans and institutions across the country to support newcomers seeking refuge and help them thrive. Our vision is a nation where strong, welcoming communities are upheld by durable policies and a shared culture of belonging. We achieve it by unleashing the desire and capacity of Americans and civic, faith, and private sector organizations across America to welcome and integrate newcomers in their new communities, ensuring that newcomers and local communities thrive together.

Born out of the urgent humanitarian response to global crises, Welcome.US has grown into the broadest welcoming coalition in American history, engaging over 2 million Americans and over 250 community organizations, private sector partners, and local leaders to forge a community-driven movement rooted in service and mutual flourishing. By empowering Americans to serve, share their stories, engage their communities and their local, state, and federal leaders, we are transforming how the United States welcomes newcomers and driving toward lasting systems, policy, and cultural change.

## About the Role

Welcome.US seeks a highly organized, strategic, and exceptional communicator to serve as Special Advisor to the CEO.

As Special Advisor, you will be a trusted partner and extension of the CEO — supporting her and coordinating across teams to secure, sustain, and expand the partnerships that power our mission, and to strengthen the breadth and reach of our communications, thought leadership, and influence on behalf of the organization. The role combines elements of chief of staff, executive communications, stakeholder engagement, research, and thought leadership support.

You'll help the CEO cultivate and maintain relationships with many of the organization's most important philanthropic, business, nonprofit, and civic partners; prepare her for high-impact public and private engagements; keep her informed of the developments that matter to our work; shape communications in her voice; and ensure effective follow-through on priorities and commitments.

You'll also be a sharp, nonpartisan reader of the political landscape — someone who can help the CEO navigate a polarized environment while keeping Welcome.US oriented toward the persuadable majority in the middle rather than the loudest poles.

If you meet most but not all of the criteria below and believe you'd nonetheless be a stellar match who could grow into the role, we want to hear from you.

## Key Responsibilities

### Stakeholder Strategy and Relationship Management

- Build and maintain strategies for tracking, prioritizing, and coordinating the CEO's engagement with key stakeholders — including funders and prospective funders, CEO Council members, policymakers, nonprofit leaders, thought leaders, media and platform partners (journalists, podcast and event hosts), and other influential external audiences — in collaboration with Development and other teams.
- Co-develop, with the CEO, stakeholder segmentation, engagement cadences, and tailored outreach strategies (in parallel to CEO's work with the Development team on current and prospective funders).
- Support the CEO in implementing engagement with current and prospective funders, including coordinating briefing materials, engagement strategies, and follow-up plans developed by the Development team.
- Maintain visibility into key relationships, organizational priorities, and opportunities for engagement through ongoing collaboration with Development, Programs, Policy, Communications, and other teams.
- Conduct stakeholder research and develop briefing materials, presentations, and other engagement materials that prepare the CEO for key non-fundraising meetings and strategic conversations.

### CEO Support, Prioritization, and Execution

- Serve as a trusted partner to the CEO in managing priorities, commitments, and strategic opportunities.
- Support daily and weekly planning with the CEO by tracking action items and preparing prioritized tasks and follow-ups.
- Provide strategic guidance on the CEO's scheduling priorities, working closely with the Executive Assistant to align the CEO's time and attention with the organization's highest-impact opportunities and commitments.

- Coordinate preparation for meetings, events, speaking engagements, donor conversations, and other external activities.
- Manage follow-up processes and coordinate across teams to ensure commitments, decisions, and next steps arising from CEO engagements are executed in a timely and effective manner, as identified through regular CEO read-outs and coordinating with the Chief Impact Officer.
- Serve as a central point of coordination for requests, decisions, and communications requiring CEO attention.

### **Executive Communications & Thought Leadership**

- Serve as a steward of the CEO's voice across written communications, ensuring consistency, clarity, and alignment with the CEO's voice and organizational priorities.
- Support the drafting and editing of the CEO's correspondence, talking points, remarks, presentations, and other materials in order to translate organizational developments, ideas, and opportunities into compelling communications for key stakeholders.
- Support the development of materials for funders, partners, and other external audiences, as appropriate.
- Support the development of the CEO's thought leadership content, including speeches, articles, opinion pieces, and other external communications.

### **Political & Strategic Awareness**

- Stay informed about developments, trends, and conversations relevant to Welcome.US's mission and priorities, including migration management, humanitarian response, immigration, welcoming, civic engagement, democracy, pluralism, depolarization, and philanthropy.
- Monitor relevant publications, research, polling, policy developments, and thought leadership, surfacing timely insights and context for the CEO and organization.
- Help the CEO navigate a polarized landscape with nuance — identifying where the organization can convene, bridge, and speak to the broad middle rather than the extremes.
- Provide the CEO with timely, candid reads on how a given message, moment, or relationship is likely to land across left, right, and center audiences.

### **The Ideal Candidate**

The ideal candidate is an outstanding writer, strong relationship manager, and highly organized and discerning executor who understands the why and how of our mission deeply and enjoys operating at the intersection of ideas, influence, and action.

## **Required Skills and Experience**

- 5+ years of professional experience in a role such as chief of staff, executive communications, speechwriting, policy, government, consulting, journalism, strategic communications, public affairs, or a related field.
- Exceptional writing, editing, and verbal communication skills.
- Demonstrated ability to synthesize complex information and communicate it clearly and effectively.
- Sophisticated grasp of the U.S. political landscape and a genuine instinct for nonpartisan, cross-partisan engagement — able to read how issues land across ideological lines.
- Strong relationship management and stakeholder engagement skills.
- Outstanding organizational and project management abilities, with exceptional attention to detail.
- Sound judgment, discretion, and professionalism when handling sensitive information.
- Ability to work collaboratively across teams and build trust with senior leaders and external stakeholders.

## **Preferred Qualifications**

- Experience supporting a senior executive, founder, elected official, or other public-facing leader in their work across sectors.
- Experience in political or campaign environments — for example as a finance/development staffer, advance, or aide who managed a principal's relationships with donors and VIPs — which often builds exactly the blend of political instinct, high-EQ relationship management, deference, and organization this role requires.
- Experience drafting executive communications, speeches, thought leadership content, or public-facing materials.
- Familiarity with issues related to immigration, civic engagement, democracy, philanthropy, or social impact.

## **Values and Traits**

- You extend the CEO's warmth. You make every partner, funder, and stakeholder feel genuinely valued, and you lower barriers rather than guard access — projecting accessibility and grace, never grandeur.
- You lead with high EQ and equanimity. You read people and rooms well, stay calm and kind under pressure, and never let your own opinion color how a stakeholder is treated.
- You are humble and generous. You're comfortable operating behind the scenes, sharing credit, and putting relationships and mission ahead of ego.
- You exercise sound judgment and discretion. You're trusted with sensitive relationships and information, and you represent the CEO well even when she isn't in the room.

- You are deeply aligned with Welcome.US's mission and values, including a commitment to cross-partisan, inclusive welcoming and genuine respect for different perspectives and the experiences that inform them.

### **What Success Looks Like**

In the first 12–18 months, the Special Advisor will:

- Build effective approaches for managing and coordinating the CEO's key stakeholder relationships.
- Strengthen the quality, consistency, and impact of the CEO's communications.
- Ensure the CEO is consistently prepared for high-priority engagements and opportunities.
- Support the development of thoughtful, timely, and influential thought leadership.
- Serve as a trusted political and strategic sounding board, helping the CEO navigate a polarized landscape while staying true to Welcome.US's bridge-building mission.
- Become a trusted partner who helps maximize the CEO's effectiveness, reach, and impact.

### **COMPENSATION AND BENEFITS**

Welcome.US offers a generous compensation and benefits package in order to attract and retain top talent.

- Salaries and retirement
  - Salaries commensurate with experience and aligned with other organizations of our size
  - 401(k) with an employer contribution of 6% of salary available (with no waiting period) for full and part time employees
- Benefits for full-time employees
  - Comprehensive health benefits for the employee and dependents, subsidized 85-100% depending on plan choice. Currently health insurance is provided through Justworks and plans are provided through Aetna and Kaiser.
- Benefits for full and part time employees
  - Vision benefits through Metlife or Aetna and subsidized at 80%
  - Dental benefits through Metlife or Aetna and subsidized at 80%
  - Employer paid short and long term disability insurance
  - Employer paid life insurance (\$10,000)
  - Monthly remote work stipend (\$75)
- Paid time off for full time employees
  - 13 paid holidays
  - Winter closure December 26-31
  - Flexible paid time off accrued each pay period

- First year of employment: 20 days
- After first year: 30 days
- 16 weeks of paid parental leave

## TO APPLY

Welcome.US is committed to building and retaining a talented, diverse, and inclusive team. We strongly encourage people of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities to apply.

Please submit a cover letter and resume demonstrating how your application reflects the role's qualifications using [this link](#).

This position will remain open until the right candidate has been identified; however, for priority consideration, candidates are encouraged to submit materials by **July 10, 2026**.