

Job Title: Chief of Staff (to the CEO)

Contract: Permanent

Salary: Competitive, depending on experience + equity

Location: Office likely to open in Oxford or London in 2026; Role: In-Person Remote or Hybrid (Flexible – Subject to Discussion)

Cassi is growing our business around our forecasting and strategy platform, while pursuing frontier R&D to keep pushing the frontier in AI forward. We are early-stage (less than a year old), moving at high tempo, and designing our operating model as we build. This role is for someone who wants to sit at the centre of that build.

As Chief of Staff, you will run the CEO office and help the leadership team execute: turn priorities into plans, plans into delivery, and delivery into learning. You will work across every C-suite “lane” (product, engineering, research, commercial, finance, people, operations). Some weeks you will be shaping strategy; other weeks you will be supporting hiring, chasing cashflow, or rewriting an internal process that is slowing us down. You’ll be doing what it takes to enable our shared success from the exciting to the menial.

What You’ll Be Doing

- **Run the CEO office:** priorities, agenda, meeting prep, decision notes, follow-through, action tracking.
- **Build the operating cadence:** weekly leadership rhythm, monthly business reviews, quarterly planning/OKRs in Cassi’s platform.
- **Drive execution on critical initiatives:** act as project lead for cross-functional work that must land.
- **Support finance and operations:** basic finance ops (budgeting, runway, invoices), vendor management, operational hygiene.
- **Support people and performance:** onboarding, feedback loops, coaching support, lightweight L&D as we scale.
- **Improve internal communication:** all-hands rhythm, concise updates, clarity on “what matters this week”.
- **Represent the CEO when needed:** pre-briefs, stakeholder alignment, internal problem-solving.

Ideal Candidate

You’ll thrive in this role if you are:

- Comfortable in ambiguity and able to create structure without stultifying bureaucracy.
- Strong in writing and synthesis (you can turn messy inputs into crisp decisions).
- Numerate and commercially grounded (you can hold a budget, a forecast, and a plan in your head).
- Low ego, high standards, high discretion.
- Able to coach, challenge, and support senior leaders – and become one yourself.
- **Prior experience business, especially operations and sales, essential**
- **MBA highly desirable.**

Why Join Us?

This is a rare seat: close to strategy, close to execution, and close to how a company learns. If you want to help build the internal machinery that lets a team move fast, face facts, and compound performance, you will thrive.

What “Chief of Staff” means at Cassi

The Chief of Staff is not an executive assistant with a better title. In high-performing organisations, the role exists to increase the principal’s (and the leadership team’s) *effective bandwidth* by improving how time, information, and decisions flow. Ciampa’s [classic HBR framing](#) is useful: the best Chiefs of Staff act as an air-traffic controller, integrator, communicator, honest broker (and truth teller), and confidant.

At Cassi, we will use the role in exactly that way:

- **Reduce noise:** fewer meetings, better pre-reads, fewer “surprises”, sharper decisions.
- **Increase signal:** bring the real state of the business to the CEO and leadership team early, not late.
- **Accelerate delivery:** translate intent into execution across functions, then close the loop with learning.

McChrystal Group [describes](#) the Chief of Staff as the “behind-the-scenes” leader who enables decision-making and execution by managing information flow, maintaining an operating rhythm, and navigating internal/external relationships.

Your authority

You will have influence before you have formal power. McKinsey [calls](#) this “halo authority”: people respond because you are close to the CEO, but you must be explicit about when you speak for yourself versus when you speak for the CEO.

That is why the first deliverable is not a deck. It is a **clear working contract**:

- Scope: what you own, what you influence, what you explicitly do not touch.
- Decision rights: what you decide, what you recommend, what you escalate.
- Operating rhythm: what meetings exist, what they are *for*, and what outputs they produce.

McKinsey’s [evidence](#) is also a useful warning: many Chiefs of Staff find the role intense and time-bound in large organisations (often 18–24 months), yet it can be a career accelerator when done well. We are hiring for someone who wants to grow with Cassi, but the intensity is real and we do not pretend otherwise.

How you will work (practically)

We will expect you to build a lightweight “company OS”. Borrow these tools from [McChrystal Group’s Chief of Staff playbook](#) and related leadership tools:

- **[Decision-making space](#):** clarify boundary rules, critical information requirements, and prioritisation so teams can decide without bottlenecking.
- **[Stop / Start / Continue](#):** run disciplined feedback loops to improve how we operate, not just what we ship.
- **[Operating rhythm](#):** create a cadence “by which the business meets, synchronizes, and disperses to act on leadership’s intent”.
- **[Network mapping](#):** understand the organisation as it actually communicates (not as the org chart claims), identify bottlenecks and influencers, then fix the flow.⁸

These are not “consulting artefacts”. They are practical tools for avoiding slow failure: the kind where everyone is busy, nobody is aligned, and delivery drifts.

AI-First. With Cassi, the OS may be ever more literal. As an AI-first company we want to push the boundaries in Agentic AI – how much can be automated? How do we design the best possible workflows to ensure Cassi’s remarkable capability are applied to enable our

own success? This is a role that will need you to engage with the business literature and learn and experiment in what is possible with AI.

What we will measure (how you know you are winning)

A good Chief of Staff is a force multiplier. Your output is not documents; it is *organisational traction*. Expect to be judged on things like:

- Decisions made faster, with clearer owners and fewer reversals.
- Fewer meeting hours per unit of progress (better pre-reads, better framing, fewer attendees).
- Cross-functional initiatives that land on time, with visible accountability.
- Better internal signal: risks surfaced early, conflicts resolved with facts, not politics.
- The CEO spending more time on the few things the CEO is best placed to do.

First 90 days: what “good” looks like

Michael Watkin’s book, linked above is useful. McKinsey’s 90-Day advice is [tailored for CoS roles](#) on “agree the job description”, “build trust”, and “nail your firsts” is a sensible structure.

A strong first 90 days at Cassi would likely look like:

- **Weeks 1–2**: working contract with the CEO; stakeholder map; initial operating rhythm; first set of “critical decisions” and decision owners.
- **Weeks 3–6**: a functioning leadership cadence (weekly exec, monthly review, decision log); a simple KPI/runway view; cleaned-up internal comms and knowledge management.
- **Weeks 7–12**: one major cross-functional initiative delivered (hiring, product milestone, commercial push, partner integration), plus visible improvement in decision speed and follow-through.

Reading list (curated from the CoS community)

Drawn from the [r/ChiefsOfStaff “Resources Post”](#) and included here to signal what we mean by “professional craft”.

Articles and guides

- Ciampa, D. [“The Case for a Chief of Staff”](#) (HBR).
- Cohen, P. “The Chief of Staff Guide” (series).
- Hsu, M. “The Chief of Staff Network Guide” (series).
- Gerbeaux, R. “The Chief of Staff: How to onboard yourself in 30 days.”

Books

- Barwell, G. *Chief of Staff: Notes from Downing Street*.
- Parris, T. *Chief of Staff: The Strategic Partner Who Will Revolutionize Your Organization*.
- Hytner, R. *Consiglieri: Leading from the Shadows*.

Podcasts / networks

- *The Chief of Staff Collective* podcast.
- Chief of Staff Network / CSA / Prime Chief of Staff (communities and resources).