



myAgro
Chief of Staff
Dakar, Senegal

About myAgro

myAgro is a non-profit agritech social enterprise based in West Africa. We have developed a mobile savings model that allows farmers to invest their own funds in high-quality seed, fertilizer, and agricultural training to increase their harvest and income by 50 -100%. Our North Star is to support 1 million farmers in 2026 - providing them the tools they need to prosper. Our organization has received recognition and support from Skoll Foundation, Echoing Green, World Bank, and The Audacious Project from TED. Learn more from our founder and CEO [here](#).

About the Role

The Chief of Staff will play a critical role in supporting the CEO by facilitating internal coordination, managing special projects, and ensuring efficient operation of the executive office. This role involves a blend of administrative, strategic, and project management responsibilities, aimed at increasing the effectiveness of our leadership and organization. Overtime, as the Chief of Staff gains more experience at myAgro through on-the-job practical training via the projects they lead, they will assume greater responsibility.

Key Responsibilities

Contribute and Coordinate Leadership Team's Strategy Work

- This position is part of myAgro's leadership team and will be an active participant of the leadership team. The leadership team manages the formulation and tracking of strategic goals, ensuring alignment with the organization's mission and objectives.
- Coordinate activities in between leadership meetings, including:
 - Making sure working group meetings are scheduled and attending them as an active participant.
 - Ensuring that the OKR-leader is prepped and ready to facilitate the meeting.
 - Ensuring the CEO has early visibility into any big wins or potential bottlenecks.

Operations and Internal/Board Meeting Support

- Act as a point of contact between the CEO and internal departments; ensuring effective communication and organization alignment.
- Assist in the preparation of high-quality PowerPoint presentations for internal and external meetings, including board meetings, staff meetings, and other key events.
- Manage and coordinate logistics for meetings and events involving the CEO, including scheduling, venue selection, and materials preparation. This includes board meetings, executive retreats, management and other team workshops led by the CEO.
- Facilitate the flow of information to and from the CEO's office, always ensuring confidentiality and discretion.

- Coordinate with various teams to gather information and assist in decision-making processes.

Strategic Projects

- Support the CEO in strategic initiatives and special projects, providing research, analysis, and coordination as needed that move the organization forward in its mission and sustainability goals.
- Perform other duties as assigned to support the CEO and the organization's mission.

Communications

- Assist in the drafting and review of internal communications, reports, and documents on behalf of the CEO.

Team

- From time to time, depending on specific projects, the CoS may temporarily manage a direct report or team.
- Most work is done through coordination with internal and external resources or led by the CoS themselves.

Immediate Projects

- The CoS will have a mix of long-term projects and shorter 1-month sprints where we look at the CEO's work priorities for the next month.

Requirements

- Previous experience at the Director level or C-suite level or numerous years with increasing responsibility
- Experience managing or supporting internal communications
- Significant experience with formal nonprofit or academic boards - including working with lawyers or the governance committee on legal aspects
- Must speak and write in English fluently; French proficiency required
- Prior experience as a Chief of Staff is a definite plus

Compensation

The salary for this role is monthly gross of 4,950,726 CFA to 6,435,944 CFA (dependent on candidate experience) depending upon experience.



This position description is based upon material provided by myAgro, an equal opportunity employer.

To apply for this position, please click [HERE](#).

Sarah Raful Whinston, Principal