



## **Director of Strategy, Operations, & Special Projects**

Chicago, Illinois

### **About P33**

P33 is on a mission to drive inclusive, global tech leadership for Chicago. P33 is fueled by a need to unlock the potential of the digital age to solve some of the toughest problems facing Chicago, such as equitable access to digital careers, talent retention, deep science commercialization and gaps in our growth stage startup ecosystem. P33 is co-chaired by Penny Pritzker, former Secretary of Commerce and Founder and Chairman of PSP Partners; Chris Gladwin, CEO and Co-founder of Ocident and Cleversafe; and Kelly Welsh, President of the Civic Committee of The Commercial Club of Chicago.

People, Purpose, Plans and Progress is the philosophy behind P33, with the vision that in 2033, a hundred years after the 1933 Chicago World's Fair (A Century of Progress), our city is again a global technology leader. P33 is a collaboration among hundreds of Chicagoland leaders working together to turbocharge Chicago's tech economy for all Chicagoans. P33 leverages Chicago's strength – its diverse economy, strong system of universities and research centers, and growing start-up ecosystem – to catalyze Chicago's tech economy into its next chapter.

### **About the Role**

P33 is seeking an intrinsically driven leader, who can serve as both an individual contributor and as a team integrator, overseeing many parts of the organization that require substantial teamwork, influence, and coordination to ensure a high performing team. The Director will be responsible for driving P33's Strategy forward and adapting the strategy to both regional and national trends. The Director will also be the key owner of P33's operations, integrating P33's primary domains, ensuring programs are achieving key metrics and milestones and that processes are efficient and mature. The Director will also support Development and Finance operations, working closely with P33 Board members and support partners to ensure P33 long-term sustainability.

The position reports directly to the COO of P33 and will also work closely with the core P33 leadership team (e.g., CEO, SVPs and VPs). The position will also manage P33's relationship with the Civic Committee, who supports P33's HR, IT, Finance & Accounting practices.

The Director will have the following responsibilities:

- **Strategy:** support P33’s CEO/COO’s effort to solidify and advance current strategy, and to be the central owner of future strategy adaptations that may occur, including research, data-driven analysis, and development
- **Operations:** serve as the central point of coordination across P33 teams. Support COO in overseeing strategy, enterprise program management, stakeholder management, Board management, and special projects. This will require the candidate to become a central figure in the P33 organization, building strong relationships internally and externally.
- **Special Projects:** as needed, support P33 CEO/COO with high priority special projects that may arise based on regional priorities.
- **Finance & Development:** manage P33’s finance and development operations in partnership with the Civic Committee including budgeting, reporting, forecasting, and pipeline management

### Key Qualifications

- 5+ years of work experience, with past experience in either Finance, Operations, or Strategy preferred
- Can take initiative and operate independently with limited supervision—including willingness to make strategic decisions—and collaborate as a member of a team
- Proactive and anticipatory: able to see what needs to happen and address it before being asked to do so
- Excellent self-management & prioritization skills: knows what is important and when to add / drop items to ensure critical items are always completed on-time
- Adaptable to a variety of work styles including direct and indirect communicators, early-stage and late-stage career professionals, C-suite executives, and Board members
- Excellent verbal communication and presentation skills, including the ability to build compelling PowerPoint presentations and Excel analysis for very senior audiences.
- Preference for experience or expertise in one or more of the following:
  - Consulting
  - Finance
  - Operations
  - Program management
- P33 utilizes the Microsoft Office Suite. Applicants must have a strong proficiency in this software.
- Most competitive candidates will have a bachelor’s degree, but we welcome candidates whose work and life experience position them for success in this role.

### To Apply

- Submit a Resume and Cover Letter with “P33 Director of Strategy, Operations, and Special Projects” in the subject line to [hire@p33chicago.com](mailto:hire@p33chicago.com)

### Equal Opportunity Employer

P33 is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This

policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation to complete this application due to a disability, you may contact us at [hiring@P33chicago.com](mailto: hiring@P33chicago.com).