



Chief of Staff to the CEO & Program Management Office Director
Boston, MA

Company Overview

Onapsis is rapidly expanding, achieving record growth year after year. We are seeking passionate contributors who thrive in an open and collaborative environment.

Onapsis protects the applications that run the global economy. Only Onapsis delivers a next-generation platform for protecting mission-critical applications by providing the actionable insight, change assurance, automated governance and continuous monitoring capabilities required by cross-functional teams to discover risk, optimize workflows, control change and automate reporting. Onapsis's holistic approach empowers enterprise organizations to embrace and accelerate digital transformations, cloud and mobility initiatives, while keeping their ERP, CRM, PLM, HCM, SCM, BI and cloud-based mission-critical applications protected and compliant.

Headquartered in Boston, MA, and with regional offices in Heidelberg, Germany and Buenos Aires, Argentina, Onapsis proudly serves more than 300 of the world's leading brands and organizations, including many of the Global 2000. For more information, connect with us on [Twitter](#) or [LinkedIn](#), or visit us at <https://www.onapsis.com>.

Summary of Position:

Onapsis is seeking a motivated and adaptable Chief of Staff to our CEO & Program Management Office Director to support the CEO, executive team and strategic goals of the company. The ideal candidate will drive the execution that delivers the strategy of Onapsis -- as a player/coach to members of the program office, while focusing the executive team on achieving key results. The Chief of Staff is an outcomes-focused leader with a proven track record as a strategic planner and organizer. We are seeking a driven professional with hands-on experience in supporting an executive/CEO, program/project management and ideally experience in growth-stage B2B businesses. This is a great opportunity to build and steer high-performing teams to success while aligning to the strategic goals of Onapsis.

Primary Responsibilities:

Chief of Staff

- Gather, prioritize and structure critical information for the CEO and executive team to assist with effective decision making.
- Ensure that strategic operational mechanics are linked to planning and execution. Provide frequent visibility to the leadership community regarding progress towards OKRs.
- Own the execution of the tactical operational mechanics including executive meetings, offsites, and all-hands meetings. Create agendas, deliver pre-reads and ensure follow-up on action items.
- Engage with business partners to improve our best practices, lean process flow and patterns of behavior.
- Assist the CEO with strategic priorities i.e. budgets, company OKR alignment, internal and external communications, and other one-off strategic and operational projects.

Program/Project Office

- Obtain team commitments and manage cross-functional work including the delivery of strategic initiatives and significant projects. Set schedule expectations, motivate team members, and gather/disseminate status.
- Recruit and mentor a team of project managers who will provide a consistent flow of credible information between the project teams and leadership community.
- Establish the project delivery framework -- tools, processes and standards. Manage this framework for strategic initiatives to ensure transparency and sustained focus on outcomes
- Identify and overcome risks/issues encountered during execution, making reasonable escalations to the executive team as needed.
- Champion the culture of continuous improvement at Onapsis i.e. improvement ideas, retrospectives, and change management.

Required Skills and Qualifications:

- An experienced project/program manager, problem solver, and relationship builder who earns stakeholder trust.
- Situational leadership competence with the soft skills to partner with all levels: project team members, subject matter experts, executives, and external parties.
- Experience with building/leading a team of project managers to consistently deliver on strategic initiatives.
- Highly effective communication, administrative and organization skills.
- Proactive, analytical, and process-driven with practical experience in using data to make decisions.
- Ability to handle confidential and/or proprietary information.
- >15 years of hands-on experience in roles such as strategic planning, operations, project/program delivery, and staff management.
- Bachelor's degree in business, engineering or information systems. Master's degree is preferred.

Desired Qualifications

- Professional technical certifications are a plus i.e. PMP, CSM, SAFe.
- Knowledge of Spanish and/or German is a plus.