

JOIN OUR TEAM

Chief of Staff to the President

Location: Lomé or Paris · Remote flexibility · Regular international travel

Reports to: Founder & President · Contract: Full-time · Start date: October 1st 2026

ABOUT BLUEMIND FOUNDATION

Blue Mind Foundation is an African nonprofit working to make mental health care accessible to everyone, everywhere, every day.

Our flagship model, **Heal by Hair**, trains hairdressers as lay mental health providers and a first point of support for women. In four years, **Blue Mind Foundation** has trained more than 1,300 hairdressers and reached over 1.6 million women across Togo, Côte d'Ivoire and Cameroon.

We are now entering a new phase: generating rigorous evidence on our model, deepening integration with public systems, strengthening the institution behind our impact, and working towards bringing community-based mental health support within reach of **10 million women by 2030**.

That next chapter requires a different level of institutional leadership.

We are looking for an exceptional **Chief of Staff to the President**.

THE ROLE

The Chief of Staff is a **force multiplier for the President**.

Working at the intersection of strategy, capital, communication, execution and high-level relationships, the Chief of Staff helps translate the President's priorities into focused action and ensures that her time, attention and contribution remain concentrated where they create the greatest value for **Blue Mind Foundation**.

This is **not an Executive Assistant role**. It is not a substitute for the COO & Secretary General, nor a parallel management structure.

The COO & Secretary General is responsible for helping run the institution. The Chief of Staff is responsible for making the **Office of the President** exceptionally effective - while helping reduce unnecessary institutional dependency on the Founder.

The person we are looking for will operate close to consequential decisions, sensitive information, senior public officials, funders, Board members, researchers and partners.

The role therefore requires an unusual combination of **intellectual horsepower, judgment, discretion, writing and communication ability, speed, attention to detail, emotional intelligence and execution discipline.**

And a good sense of humor. **This matters more than it may appear.**

KEY RESPONSIBILITIES

1. Presidential Priorities & Execution

- Translate the President's strategic priorities into a clear, disciplined executive agenda.
- Maintain visibility across the decisions, commitments, deadlines and relationships requiring presidential attention.
- Ensure rigorous follow-through on commitments involving the President without requiring repeated reminders.
- Anticipate bottlenecks, competing priorities and emerging issues.
- Distinguish what genuinely requires the President from what should be delegated, redirected or declined.
- Protect the President's time while ensuring that important matters reach her early enough to act.

2. Strategy & Decision Support

- Turn complex or fragmented information into concise, decision-ready briefs.
- Prepare analysis, recommendations and scenarios for consequential decisions.
- Connect information across programs, research, government affairs, fundraising, finance, communications and partnerships.
- Help structure ambiguous questions and move them toward decisions.
- Maintain continuity across decisions and ensure that agreed actions do not disappear once a meeting ends.
- Provide thoughtful challenge when needed, with judgment and without unnecessary friction.

3. CAPITAL & FUNDRAISING

Fundraising is a major component of the President's external role. The Chief of Staff will help build the infrastructure around that work so that the President can focus on the relationships, narrative and decisions where her involvement matters most.

The Chief of Staff will:

- Maintain a clear view of the Foundation's strategic fundraising pipeline and presidential priorities within it.
- Coordinate preparation for high-value funder meetings and conversations.
- Produce and/or coordinate excellent briefs, concept notes, proposals, decks, follow-up materials and due-diligence responses.
- Ensure rigorous and timely follow-through after funder engagements.
- Track commitments, next steps and decision points across priority relationships.
- Work with finance, operation, programs and leadership to ensure consistency between the case for support, budgets, evidence and institutional priorities.
- Support the President in cultivating long-term relationships with major philanthropic and institutional partners.
- Help translate **Blue Mind Foundation's** \$10 million / four-year capital ambition into a disciplined executive fundraising agenda.

The Chief of Staff is not expected to replace the relationship-holder. The role is to make the fundraising machine around them considerably stronger.

4. STRATEGIC COMMUNICATIONS

The Chief of Staff must be an exceptionally strong communicator, both in writing and in judgment.

They will:

- Draft and refine executive correspondence, speeches, talking points, briefing notes, presentations and strategic documents.
- Translate complex ideas into clear, compelling language without oversimplifying them.
- Help ensure consistency between Blue Mind's strategy, public positioning and the President's external voice.
- Exercise excellent judgment around political, institutional and reputational context.
- Work effectively with communications resources and external partners when required.

- Maintain extremely high standards of accuracy, presentation and attention to detail.

A document leaving the President's Office should be clear, accurate, polished and fit for purpose the first time.

5. High-Level Relationships

- Prepare the President for engagements with governments, funders, Board members, researchers, partners and other senior stakeholders.
- Produce briefing notes, background materials and talking points.
- Capture commitments and ensure timely follow-through.
- Maintain continuity across important relationships.
- Recognize the political, reputational and timing implications surrounding sensitive engagements.
- Handle confidential relationships and information with absolute discretion.

6. President's Office

- Build the systems and working rhythms required for a high-performing President's Office.
- Establish clear information flows into and out of the Office.
- Ensure priorities are visible, organized and followed through.
- Coordinate closely with executive support on scheduling, travel and logistics without becoming the President's administrative assistant.
- Create order in a fast-moving, international environment with variable intensity.
- Help ensure that urgency does not systematically displace importance.

7. Special Projects

- Lead a small number of strategic projects sitting directly within the President's mandate.
- Take complex or initially ambiguous assignments from idea to completion.
- Step into emerging priorities where temporary presidential coordination is required.
- Establish structure quickly and transition projects to their appropriate organizational owner when ready.
- Do what needs to be done without creating unnecessary process around it.

WHAT SUCCESS LOOKS LIKE

Within 12 months:

- The President spends materially more time on strategy, capital, governments, major partnerships and external leadership, and materially less time on coordination and chasing execution. (-70%)
- The President enters consequential meetings exceptionally well prepared.
- Important meetings consistently result in clear decisions, ownership and follow-through.
- Fundraising opportunities move through the pipeline with greater discipline and speed.
- The quality and consistency of executive communications have increased.
- Information reaching the President is prioritized, synthesized and decision-ready.
- Fewer issues unnecessarily escalate to the President.
- Important commitments no longer depend on the President personally remembering or chasing them.
- The President's Office operates with reliability, discretion, pace and consistently high standards.
- **Blue Mind Foundation** becomes less dependent on its Founder while making better use of the contribution only she can make.

WHO WE ARE LOOKING FOR

This role is demanding by design.

We are looking for someone with:

- Significant experience alongside a senior executive, founder, public leader or principal, or in another high-responsibility strategic role.
- Exceptional analytical and synthesis skills.
- Excellent writing and communication skills.
- Professional fluency in **English and French**.
- Outstanding attention to detail.
- Excellent judgment and discretion.
- Strong understanding of fundraising, philanthropy and/or institutional partnerships.
- The ability to operate credibly across government, philanthropy, research, business and civil society.
- Strong project-management and execution discipline.
- High political, institutional and reputational awareness.
- Comfort with ambiguity and the ability to create clarity without creating bureaucracy.

- The confidence to exercise independent judgment and challenge respectfully.
- The ability to work quickly and reliably under pressure.
- Genuine appetite for an international, African-led, mission-driven organization entering a period of significant growth.

Experience in Africa and/or international development, philanthropy, public policy, strategy, consulting, social impact or a high-growth organization would be particularly valuable.

HOW YOU WORK

You are someone who:

- is **absolutely reliable**;
- executes quickly and does not require repeated follow-up;
- produces work to a high standard the first time;
- notices the detail others miss;
- integrates feedback quickly and improves;
- has very little ego about execution;
- knows how to prioritize rather than simply remain busy;
- communicates clearly and concisely;
- knows when to act independently and when to escalate;
- raises problems early rather than allowing them to drift;
- respects deadlines and commitments;
- can absorb periods of significant intensity without creating drama around them;
- learns quickly and corrects course quickly;
- can simplify without impoverishing;
- understands context, politics, reputation and timing;
- can work through temporary ambiguity without becoming paralyzed by it;
- finishes what they start;
- is comfortable contributing without needing visible recognition;
- understands that trust is earned through consistency;
- knows that loyalty and intellectual independence can coexist;
- brings **humility, stamina and a sense of humor** to serious work.

We do not expect perfection. We do expect **ownership and accountability**.

At **Blue Mind Foundation**: We expect **coherence between what we say and what we do**.

The work is serious because the people we serve matter.

Nothing is “small” when it carries the credibility of the mission.

LOCATION & WORKING MODEL

The role can be based in **Lomé or Paris**, with flexibility for remote work.

However, this is a highly engaged, full-time executive role rather than a conventional remote position. The Chief of Staff must be able to work closely with the President across locations and time zones, respond rapidly when circumstances require it, and travel regularly including between Africa, Europe and other international destinations.

Periods of greater intensity will occur around major fundraising, government, governance and international moments.

Flexibility goes both ways: **what matters is reliability, responsiveness and results**.

WHY JOIN NOW

Blue Mind Foundation has demonstrated what is possible when mental health care begins where trust already exists.

The next challenge is different.

It is to build an institution capable of carrying greater scale, more evidence, deeper public partnerships, more capital and greater responsibility **without losing the humanity and clarity of purpose that made the work possible in the first place**.

For the right person, this is an opportunity to work at close range on that transition.

To help build the institution that can take a proven African innovation to its next scale.