

February 20, 2026

ChiefAIOfficer: Job Title: Full Stack Developer - CAIO Hub

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CAIO Hub Developer - Role Requirements

We are looking for a full stack developer to maintain, improve, and grow the CAIO Hub, a multi-tenant web application that supports AI project tracking and executive reporting for multiple client organizations.

What You Will Be Doing

You will be responsible for fixing bugs, keeping the staging environment running, deploying tested updates to production, and implementing small feature improvements on an ongoing basis. Periodically, you will take on larger feature projects such as third-party API integrations, including Fathom API integration for meeting recordings, dashboard builds, and AI-powered tools. Accurate time tracking and clear communication about estimates before starting work are required in this role.

Technical Skills Required

You must have hands-on experience with React, TypeScript, and TailwindCSS for front end development, along with ShadcnUI components, TanStack Router, and TanStack Query. On the back end, you need working knowledge of Cloudflare Workers, the Hono API framework, Neon Postgres, and Drizzle ORM. Experience with multi-tenant authentication systems is required. You should be comfortable with third-party API integrations, DNS and security configuration within Cloudflare, and tools such as ESLint, Prettier, and uptime monitoring.

Security Requirements

You must understand how to configure and maintain security at the infrastructure level, including DNS protection settings such as DMARC and DKIM within Cloudflare, rate limiting on login and API endpoints, and IP blocking for malicious traffic. You need practical experience with multi-tenant access control, ensuring that users within one client organization cannot access data belonging to another. You should understand session management and authentication security best practices. The ability to identify

and address security vulnerabilities before they reach production is expected, not optional.

Backup and Data Integrity Requirements

All code must be maintained in a Git repository with regular, descriptive commits. This provides a complete and reliable history of every change made to the platform and is the required standard for code management on this project. A daily automated backup of the Neon Postgres database is required, covering all client project data, user records, and platform information. You must be able to verify that backups are completing successfully and demonstrate that data can be fully recovered in the event of a failure. Recovery testing is expected on a regular basis, not only when a problem occurs.

Staging Environment and Daily Data Sync Requirements

The staging environment must mirror the production environment at all times for the purpose of testing, training, and quality assurance. An automated daily sync must be implemented to copy the production Neon Postgres database to the staging database, completing no later than 6:00 AM Eastern time every day. This ensures that anyone working in the staging environment is always working with data that accurately reflects the current state of the live platform. A confirmation notification must be sent to the Director of AI Strategy Alignment each morning confirming the sync completed successfully. If the sync fails for any reason, an immediate alert must be triggered and the issue must be resolved and reported before the start of the business day.

The staging database holds real client data and must be treated with exactly the same level of security as the production database. This is not a lower priority environment from a data protection standpoint. The same access controls, authentication requirements, encryption standards, and security protocols that apply to production must be applied in full to staging. Access to the staging environment must be strictly limited to authorized team members only and must be reviewed and confirmed regularly.

Privacy and Compliance Requirements

The Hub stores project data and meeting information across multiple client organizations, some of which may have connections to clients in the European Union. You need a working understanding of GDPR principles as they apply to data storage and processing, and awareness of California privacy law requirements. You should be comfortable implementing practical privacy measures such as terms of service

acceptance logging, cookie consent handling where required, and ensuring that personally identifiable information is handled appropriately within the platform. You do not need to be a legal expert, but you must be able to work responsibly with client data and flag compliance questions when they arise.

User Experience and Interface Standards

The Hub serves executive-level clients and their teams who rely on the platform daily to manage and update project information. You are expected to maintain and improve the user interface with a focus on simplicity, clarity, and ease of use. Features should be intuitive enough that users can complete their work without friction. Any changes to the interface must not introduce unnecessary complexity or degrade the experience for non-technical users.

Communication and Ticketing Requirements

All bug reports and small feature requests will be submitted through UserSnap. A response to every ticket is required within 24 hours of submission. This is a minimum standard, not a target. Timely acknowledgment and clear communication on ticket status are expected throughout the resolution process.

Release Notes

The developer is responsible for documenting all changes, bug fixes, and deployments each time work goes to production. Release notes must be completed at the time of each deployment and made available to the Director of AI Strategy Alignment.

Uptime Monitoring

The platform is monitored for uptime and availability. The developer must ensure the site is stable and performant, and must respond promptly to any availability issues that are flagged.

Estimates and Budget Approval

Any work beyond routine maintenance requires a detailed written estimate broken down by task and hours before work begins. This is required for budget approval purposes and must be submitted to and approved by the Director of AI Strategy Alignment before development starts.

Approval and Deployment Requirements

No change of any kind may be pushed to the production environment without prior approval from the Director of AI Strategy Alignment. This applies to bug fixes, feature updates, and any other modifications to the live platform. All changes must be tested and verified on the staging environment first and presented for approval before deployment.

Time Tracking Requirements

All time must be logged accurately in Clockify. Time entries must be detailed and descriptive, clearly indicating what work was performed during each session. Logging hours without sufficient detail is not acceptable. Accurate time tracking is required for budget oversight and billing purposes.

What We Expect

You will test your own work before marking it complete. You will maintain a staging environment and never push untested changes to production. You will provide time estimates before beginning any additional project and log your hours accurately and descriptively in Clockify. You will communicate proactively when issues arise.

Reporting Structure

This role reports directly to the Director of AI Strategy Alignment.

Who This Is a Good Fit For

This role suits a reliable, self-directed developer who takes ownership of a platform and treats it as their own. The Hub serves executive-level clients and directly supports client ROI reporting, so professionalism and dependability are as important as technical skill.