**Chief of Staff, Product**

As the Chief of Staff to the SVP of Product at GitHub, you’ll work directly for the SVP of Product on strategically chosen projects, decision making, and messaging that further our attainment of GitHub's 2025 strategic vision. You'll be a critical partner to other Product stakeholders across the business, communicating plans, elevating questions, and paving our path forward.

You will collaborate with the SVP of Product's leadership team to implement recommendations to more efficiently operate and scale our Product function. This includes setting the rhythm of the business through the design and facilitation of Product LT Staff meetings, gathering of feedback from 1:1s throughout the Product Management Organization, and synthesizing that into effective all-hands broadcasts and agendas for off-site summits.

You will help the Product organization put its best foot forward through your facilitation of highly visible meetings with leaders at GitHub and executives at many of the world's most recognizable brands.

Your work will include contribution to Product direction, strategic planning, project management, performance analysis, team analytics, budgeting, executive meetings, and communications.

This role requires a highly resourceful, self-driven individual with the ability to partner, execute, and lead through influence.

**Responsibilities**

* Team
  + Research and offer recommendations to keep the Product organization on a path of continuous improvement.
  + Manage operational rhythm of the Product business, including building meeting agendas, capturing key insights, and tracking action items to completion.
  + Coordinate quarterly and semester-based planning across the Product team, including quarterly off-sites, in partnership with Product Operations.
  + Facilitate the semi-annual organizational design review process in partnership with the Product Business Manager.
* Communications
  + Aid the SVP of Product in weekly prioritization of speaking opportunities, messaging needs, decision making and progress reviews.
  + Communicate discoveries, progress and results from initiatives to management and/or the broader organization.
  + Distill and cascade core tenets of our Product strategy for leadership and other internal and external stakeholders.
* Strategy
  + Provide the SVP of Product with insightful data-driven recommendations in all facets of the Product org's operation.
  + Lead initiatives and projects on behalf of our SVP of Product and the Product leadership team, advancing both the goal clarity and project execution.
  + Attend meetings on behalf of the SVP of Product and speak as their representative when appropriate.
  + Act as SVP of Product's proxy and highly-accessible Product information source for other major functions, including Engineering, Communications, PR, Marketing, Revenue, HR, Talent Acquisition, Finance, Legal and Operations.
  + Obtain cross-functional knowledge to understand issues, trends, and perspectives that may influence the business and connect the dots for key stakeholders to drive increased alignment.

**Minimum qualifications**

* 5+ years of experience working in a highly technical industry.
* 5+ years of experience in Product Management or similar role.
* 3+ years of experience in Project Management or similar area.
* Proven pattern of high-quality decision making with a strategic impact.
* Experience partnering effectively with cross-functional teams or projects.
* Demonstrated ability to navigate ambiguity through curiosity and research.
* Excellence in written business communications, including artifacts considered executive-ready.
* Problem-solving using frameworks, making the goal clear and execution efficient.

**Preferred Qualifications**

* Knowledge of modern software development workflows, tooling, and ecosystems.
* Experience in management consulting.
* Proven results in working with C-level stakeholders.
* Familiarity with techniques and patterns of organizational design.
* Exceptional verbal and written communication skills.
* Experience as a Chief of Staff.
* Ability to lead through influence.
* Demonstrated Program Management skills on complex initiatives.
* Travel Requirements ~ 25%