

# Chief of Staff

August 2023

## TRANSFORMING MOTION WITH SUSTAINABLE, ELECTROSTATIC MOTORS

**C-Motive is a cleantech hardware startup based in Middleton, WI commercializing 275+ year old science to transform electric motor performance and dominate a \$130B global market.**

Half of all electricity globally is consumed by electric motors. C-Motive's patented electrostatic motor technology delivers 95%+ efficiency, uses no rare-earth metals, less than 1% the copper, and has the potential to deliver gigatons of carbon savings.

We are seeking the next great talent to add to our team to help accelerate our path into the market. Together we can deliver cost and sustainability savings to customers worldwide.

## CHIEF OF STAFF

**To support continued technology development, sales funnel growth, and team engagement, the company is looking for a Chief of Staff to play a critical role at the nexus of strategy, execution, and communication.**

Working across our team of 18 passionate employees, the Chief of Staff will be critical to ensuring clear and consistent messaging around strategy, priorities, successes, and challenges.

The CoS will contribute to the development and reporting on project plans, budgets, strategic initiatives, fundraising, and overall go-to-market strategy. This role will act as a critical resource and report to the CEO to maintain the highest standards for organization and communication.

The CoS will be responsible for helping scope, implement, and execute time-critical projects to ensure company success and adoption of this world-changing technology.



*C-Motive's First Product Demo*

## CANDIDATE PROFILE

- Are you passionate about new technology and the potential to impact how the world produces and uses energy?
- Are you inspired by the intensity and mission-driven focus of a startup environment?
- Are you organized, a self-starter, willing to take the initiative to do all the things, a clear and consistent communicator, and willing to bring a positive energy to the office and your colleagues each and every day?
- Are you looking for an opportunity that could be a launching point for the rest of your career and potentially change the world?

*If yes, C-Motive is looking for you.*



## WHAT YOU WILL DO

- Alongside the leadership team, the Chief of Staff will assist in the ideation, development, and execution of commercial and product strategies including:
  - Tracking progress against milestones, resource allocation, and budget tracking for departments and projects
- Develop and maintain a cross-organization communication plan to ensure consistent messaging, alignment of expectations, and timely feedback loops
- Work with commercial team to validate, strategize, pivot, and execute go-to-market strategies and external communications
- Coordinate strategic internal and external discussions as needed including some market outreach, business development, and customer discovery
- Work with the CEO to maintain the forward-looking financial model including organizing and simulating multiple future scenarios

## QUALIFICATIONS

- 2+ years in a prior role as a Chief of Staff, product manager, operations management or equivalent experience
- Prior experience with a venture-backed start-up is required
- Prior experience leading a team either directly or indirectly is required
- Experience with a deeptech hardware company is a plus
- Degree in business administration, finance, marketing or equivalent is a plus
- Demonstrated strong communication skills – both written and verbal, in both one-on-one, team, and public settings.
- Must demonstrate executive presentation skills and comfort speaking up and down the organization – able to track details and distill down to the critical points
- Having developed and managed departmental budgets is a plus
- Practical familiarity with project management tools and strategies
- Experience developing and maintaining forward looking financial models
- Highly proficient at Microsoft Excel, Powerpoint, developing financial models, etc.

## ABOUT C-MOTIVE

C-Motive is committed to equitable compensation and we offer a generous benefits package to make sure you have the support you need. We offer a take-what-you-need paid time off program and every employee, regardless of gender identity or expression, is eligible for 12 weeks of paid parental bonding leave. We offer a non-matching 401k and all employees are granted stock options.

We are committed to creating an inclusive environment for all our employees and are seeking to build a team that reflects the diversity of the people we hope to serve with our revolutionary products. C-Motive is proud to be an equal opportunity employer.

To learn more about C-Motive, our team, and our company culture, please visit:

<https://www.c-motive.com/about/mission-vision-and-values/>

Apply at: <https://airtable.com/appXfN4AsYyzJUR85/shr2hS1CE6BaV1g5D>