

CHIEF OF STAFF

Operational Leadership & Strategic Execution

JAG Global Network • Position Description • February 2026

PURPOSE OF THIS ROLE

The Chief of Staff serves as the primary operational leader of the JAG Global Ecosystem, working directly with the Founder to translate vision into execution. This role is responsible for managing all operations, coordinating across business units, overseeing team development, and ensuring the mission advances efficiently.

This person takes 13 years of architectural planning and documented work and turns it into a living, functioning organization. The Chief of Staff runs the ecosystem so the Founder can focus on content, strategy, and creation.

CORE RESPONSIBILITIES

1. Operational Leadership

- Oversee day-to-day operations across all entities (JAG Program, True Divine, JAG Global)
- Manage project timelines, deliverables, and resource allocation
- Coordinate between departments and ensure alignment with strategic priorities
- Implement and maintain operational systems (Notion, project management, workflows)

2. Team Management

- Recruit, onboard, and manage staff and contractors
- Oversee volunteer coordination and Mission Helpers Network
- Manage relationships with external partners, vendors, and service providers
- Build organizational culture aligned with mission values

3. Strategic Execution

- Translate Founder's vision into actionable plans and timelines
- Track progress against Phase 1, Phase 2, Phase 3 milestones
- Identify bottlenecks and solve problems proactively
- Prepare reports, updates, and presentations for stakeholders

4. Financial & Administrative

- Manage budgets, expenses, and financial tracking
- Oversee contracts, legal coordination, and professional services
- Maintain organizational documentation and institutional knowledge

REQUIRED SKILLS

- 5+ years operational or executive leadership experience

- Strong project management and organizational skills
- Experience managing teams, contractors, or volunteers
- Excellent written and verbal communication
- Proficiency with digital tools (Notion, Google Workspace, project management)
- Ability to work independently and make decisions under ambiguity

HELPFUL BUT NOT REQUIRED

- Alignment with mission values (consciousness, awakening, service)
- Experience in startups, nonprofits, or mission-driven organizations
- Background in publishing, education, technology, or wellness
- Understanding of AI tools and automation
- Experience with investor relations or fundraising

COMPENSATION

Initial Phase (Pre-funding)

- Volunteer or equity-based compensation
- Significant equity stake and founding team status

Post-funding

- Competitive salary commensurate with experience
- Performance bonuses tied to milestones
- Equity participation in JAG Global Corporation

TO EXPRESS INTEREST

Email: jag132013@gmail.com

Subject: Chief of Staff — Application



JAG Global Network

The Architecture of Ascension