CHIEF OF STAFF & COO

Job Title: Chief of Staff & Chief Operating Officer
Location: SF Bay Area preferred (remote flexible)
Salary Range: $200,000+ (commensurate with experience)

CITIZENS FOR SAFE AI

Citizens for Safe AI (CSAI) is building support for serious action on the risks created by advanced artificial intelligence. Our work spans grantmaking, political and stakeholder engagement, events, policy, communications, and the incubation of new projects designed to strengthen the AI safety ecosystem.

POSITION OVERVIEW

CSAI's Chief of Staff & COO will be a senior partner to CSAI's leadership and help build the organization from the ground up.

This person will turn strategy into execution: setting priorities, driving decisions, building systems, and ensuring the organization can move quickly and responsibly. The role spans strategy, politics, AI policy, people, budgets, operations, and external relations.

This is a builder role with significant responsibility and visibility across the organization.

SCOPE OF WORK

You will build the systems and operating backbone that allow CSAI to function effectively as it grows, including:

- Setting organizational priorities and driving follow-through.
- Managing core operations, including budgeting, HR, contracts, compliance, vendors, and outside advisors.
- Supporting major strategic, political, grantmaking, and organizational decisions.
- Preparing leadership for important meetings, events, and external engagements.
- Recruiting,onboarding, and managing staff and helping establish strong organizational norms and processes.
- Serving as a representative of the organization at external events and meetings.
- Identifying problems, opportunities, and risks before they become urgent.

The goal is simple: build an organization capable of deploying significant resources quickly, intelligently, and responsibly.

QUALIFICATIONS

You are a strong generalist, operator, and builder who can take complicated or ambiguous problems and turn them into action, bringing:

- Excellent writing, communication, and organizational skills.

- Significant experience in politics, government, advocacy, philanthropy, technology, organizational operations, AI policy, or another high-intensity environment.
- Experience working closely with senior leaders and exercising judgment, discretion, and initiative without constant direction.
- Strong understanding of budgets, personnel, contracts, vendors, and organizational systems.
- The ability to move comfortably between strategy and execution without becoming overly process-driven.
- Familiarity with AI, from a technical or governance standpoint, and a willingness to deepen that familiarity quickly.

Most importantly, you are energized by building something new and want substantial responsibility for helping shape what it becomes.

COMPENSATION & BENEFITS

- Salary: $200,000+
- Competitive benefits package
- Remote work flexibility (U.S.-based); SF Bay Area, CA preferred
- Travel required periodically

HOW TO APPLY

Please submit an application via this form. Applications will be reviewed on a rolling basis until the position is filled. Citizens for Safe AI, Inc. is an equal opportunity employer. Employment decisions are based solely on merit, qualifications, and competence without regard to any status or characteristic protected by law. This position is subject to legal requirements for election-related activities in the U.S. As a result, applicants must be U.S. citizens or lawful permanent residents.