



Chief of Staff Job Description

October 2021

About Noon Energy

[Noon Energy](#) is a San Francisco Bay area-based startup developing a breakthrough ultra-low-cost battery technology that provides high energy density long-duration storage with the unique fundamental properties needed to enable 100% renewable energy. It will make intermittent solar and wind power available 24/7 year-round at a lower cost than conventional fossil fuel generation. Noon's small team is a creative, diverse team with deep experience in engineering, science, invention, and business who are passionately dedicated to achieving sustainable energy.

Noon Energy is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. Noon Energy strictly prohibits and does not tolerate discrimination against applicants because of race, color, religion, creed, national origin or ancestry, ethnicity, sex, pregnancy, gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law.

About the role

The Chief of Staff serves as a right hand to the CEO, supports internal and external communications, and is involved in highly strategic activities - including go-to-market strategy, product development, and fundraising. We are looking for a team-player who cares about our mission in sustainability and wants to work in a fast-paced startup environment. This is an opportunity to quickly move up to a senior or executive role within the organization. Candidates from underrepresented backgrounds in the hardtech climate space are especially encouraged to apply.

Your responsibilities and impact

- Assist and support the CEO to reach key company milestones and implement key strategic initiatives
- Set up internal policies and regular routines to provide updates on OKRs/KPIs
- Connect workstreams that would otherwise remain siloed by working with engineering and operations teams
- Conduct quantitative and qualitative market analysis, including prioritizing potential markets, segments, and customers
- Develop product requirements working closely with the customers and engineering team
- Develop a go-to-market strategy for market and customer segment penetration
- Build, develop and support relationships with key external stakeholders, including pilot customers, vendors, potential investors and government agencies for grant funding
- Assist with executive/key strategic hires and onboarding



- Attend critical meetings with the CEO, compile key takeaways / actions and ensure follow-up by taking action or ensuring CEO completes required actions

You will love this job if you have

- A Bachelor's degree and MBA (preferred)
- A mix of technical and business experience, especially planning and leading strategic initiatives (preferred)
- A minimum of 5 years experience in the energy sector (preferred)
- Experience working in product or business development roles
- A can-do attitude with a strong sense of ownership and responsibility; consistently looks ahead and anticipates needs before they arise
- Ambitions - become a team member of an exciting startup in renewable energy, and have sights on gaining experience to become VP of Operations or even Chief of Product or Business Development
- Fast-paced - you move fast and make things happen
- Highly organized, with a superpower of driving people & projects to measurable outcomes
- Excellent communicator in written and verbal form

Benefits

- Competitive salary
- Stock options
- Flexible vacation to help you rest, recharge, and connect with loved ones
- Health, dental, and vision insurance
- 401k retirement savings plan
- Lab and office facilities in Mountain View

Location

- Mountain View, California
- Local candidates or candidates willing to relocate only, no remote workers for long-term

How to Apply

- Please submit a brief cover letter and resume to hello@noon.energy