



Position Title: Chief of Staff

Location: Charlottesville, VA

Reports To: CEO

Why Luminoah

Luminoah is a medical technology company that develops innovative tube-feeding solutions to help people live healthier and better lives. Our portable, intuitive, and connected feeding system creates a new reality for users, providing freedom to feed anytime, anywhere while empowering healthcare providers to support patients remotely with data-driven insights. To learn more, visit [Luminoah.com](https://luminoah.com).

We were founded by Neal Piper, whose 3-year-old son was diagnosed with cancer in 2019. Neal and his family saw firsthand how antiquated the current feeding tube system is – requiring children to live a sedentary lifestyle while attached to cumbersome equipment and inability to share data effectively with their physician. He assembled a team of experienced professionals from some of the most successful companies in diabetes care, spine care, and software development to build the world's first truly portable, connected tube feeding system. [Visit here](#) to read more about our founding story.

If you are looking for a meaningful career where you can make a real difference in the lives of patients, then Luminoah is the place for you. We are a fast-growing company with a big vision, and we are looking for talented and passionate people to join our team.

Position Overview:

The Chief of Staff will play a critical role in supporting the CEO and the executive team in driving strategic initiatives, ensuring operational efficiency, and fostering a collaborative culture. This position requires a strategic thinker with exceptional organizational and communication skills, capable of managing multiple priorities in a fast-paced environment.

Key Responsibilities:

1. Strategic Planning and Execution:

- Assist the CEO in developing and implementing the company's strategic initiatives.
- Track progress on key projects and initiatives, ensuring alignment with company goals.
- Coordinate cross-functional teams to ensure timely and effective execution of strategic plans.

2. Executive Support:

- Provide high-level support to the CEO, including managing schedules, preparing reports, and handling correspondence.
- Act as a liaison between the CEO and other executives, employees, and external stakeholders.
- Prepare materials for board meetings, executive team meetings, and other key events.



3. **Operational Efficiency:**

- Identify opportunities for operational improvements and work with relevant teams to implement solutions.
- Oversee the execution of key operational projects, ensuring they are completed on time and within budget.
- Develop and implement processes to enhance organizational efficiency and effectiveness.

4. **Communication and Collaboration:**

- Facilitate effective communication across the executive team and throughout the organization.
- Organize and lead executive team meetings, ensuring follow-up on action items and decisions.
- Foster a collaborative and inclusive culture within the company.

5. **Special Projects:**

- Lead and manage special projects as directed by the CEO and executive team.
- Conduct research and analysis to support decision-making and strategic planning.
- Prepare presentations, reports, and other documents for internal and external use.

Qualifications:

- Bachelor's degree in Business Administration, Healthcare Management, or a related field; MBA or equivalent advanced degree preferred.
- 2-3 years of experience in a similar role within the medical device or healthcare industry preferred.
- Proven experience in strategic planning, project management, and operational efficiency.
- Strong organizational and leadership skills, with the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- High level of discretion and confidentiality.

Key Competencies:

- **Strategic Thinking:** Ability to think critically and strategically to drive company goals.
- **Leadership:** Strong leadership skills with the ability to influence and motivate others.
- **Communication:** Excellent interpersonal and communication skills, both written and verbal.
- **Problem-Solving:** Strong analytical skills with the ability to identify and solve problems effectively.
- **Adaptability:** Ability to thrive in a fast-paced, constantly changing environment.

Join our team and be part of a dynamic and innovative company dedicated to improving patient care through advanced enteral feeding solutions. If you are a results-driven leader with a passion for operational excellence, we invite you to apply for the position of Chief of Staff and help us shape the future of enteral nutrition.

Application Process: Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to Neal Piper at neal@luminoah.com.