



Chief of Staff

Package

About Us

At Konduit Operations, we provide fractional operational support to founders and business owners looking to grow sustainably and strategically. We work at the intersection of planning and execution—helping startups and growing teams build systems, structure, and momentum.

Our core belief: Behind every visionary is a partner who helps bring ideas to life.

Our Pillars

Efficiency

Optimize what exists,
design what's missing

Partnership

Become an extension
of the founder

Implementation

Move from idea to
execution, faster

With a Konduit Chief of Staff, you don't just get a consultant—you get a strategic right hand who keeps priorities in motion and your team aligned.

Package Overview

This package is built for early-stage founders who need more than just admin help—they need a second version of themselves. A Konduit Chief of Staff becomes your strategic partner, taking ownership of initiatives, team alignment, and decision support so you can stay focused on growing the business.

You are paired with a Chief of Staff who works closely with you for a **6-month minimum period** as a true extension of your leadership team.

Who It's For

- ✓ Startup founders juggling vision and execution
- ✓ Entrepreneurs managing a small, fast-moving team
- ✓ Business owners struggling to prioritize or delegate
- ✓ Founders preparing for raising, product launches, or hiring phases
- ✓ Teams with <15 employees that need strategic leadership but aren't ready to hire full-time

What We Help With

- ✓ Strategic decision-making & founder support
- ✓ Company goal setting & tracking KPIs
- ✓ Prioritization, execution & accountability
- ✓ Team meeting prep & stakeholder follow-up
- ✓ Communication bridge across internal functions
- ✓ Project and initiative management
- ✓ Partner/vendor coordination
- ✓ Internal workflows & operations support

Package Overview

Available Packages

Tier	Hours/Month	Description
Core Partner	20 hours	Part-time partner focused on founder support, priorities, and light team collaboration
Embedded Partner	40 hours	Highly involved partner acting as the founder's right hand—team-facing, strategic, and embedded

Included in All Packages:

- ✓ Weekly 1:1 meeting with the founder
- ✓ Strategic planning & goal setting sessions
- ✓ Task and project tracking dashboard
- ✓ Access to shared project hub or one created in your current tech
- ✓ Unlimited email & text support

Embedded Partner Also Includes:

- ✓ Weekly internal team meetings involvement
- ✓ Weekly 1:1s with key stakeholders (if requested)
- ✓ Deeper integration with cross-functional workstreams
- ✓ More hands-on initiative/project ownership

Typical Chief of Staff Responsibilities

- Act as a thought partner for the founder
- Translate high-level strategy into daily priorities
- Track progress against quarterly objectives
- Serve as a liaison between departments
- Prepare team agendas, summaries, and follow-ups
- Identify bottlenecks and proactively problem-solve
- Manage special projects (launches, rollouts, internal builds)
- Support with hiring or onboarding as needed
- Coordinate with vendors or external partners
- Create structure where there is none—build templates, trackers, systems

Please book a discovery call for a custom quote.

FAQS

How is this different from the Business Operations Partner package?

While our operations partners focus on building and implementing backend systems, our Chiefs of Staff are embedded in the day-to-day rhythm of your business. They focus on priorities, communication, strategic alignment, and making sure you—as the founder—are supported and moving forward.

Why a 6-month minimum?

This role is about momentum and integration. It takes time to understand the business, build trust with your team, and start delivering consistent value. Six months gives us the space to become deeply embedded and drive real outcomes.

Can I customize the package?

Yes—custom packages are available depending on your business's unique rhythm or needs. We're flexible with hours, scope, and level of involvement.

Do I need a Chief of Staff?

If you're making decisions daily that could be delegated or feel like you're the only one holding the big picture, a Chief of Staff can provide clarity, structure, and execution support—freeing you up to lead more effectively.

Let's Get Strategic Together



katie@konduitoperations.com



www.konduitoperations.com



Chief of Staff Package