

Chief of Staff

Location: San Francisco, California

Team: People

Workplace: On-site

Ivo is reimagining how people work with contracts. As Chief of Staff, you'll work directly with our CEO during a critical phase of our growth. You'll play a key role in unblocking the founder, accelerating execution across functions, and jumping in wherever the business needs you most—whether it's helping close a high-profile deal, crafting demo collateral, or triaging internal bottlenecks.

This role is ideal for a smart, fast-moving generalist who thrives in ambiguity, ramps quickly, and wants a front-row seat to company building.

What You'll Do

- Unblock the CEO
- Triage and take on high-leverage tasks across product, sales, and hiring so the CEO can focus on the most strategic work
- Sit in on key prospect or customer calls and help follow through with next steps (e.g. light demo video, custom materials, etc.)
- Own special projects with minimal oversight—think: pricing updates, competitive positioning, or internal tooling rollout
- GTM & Product Marketing Support
- Identify and fill gaps across sales and product marketing - e.g. pitch decks, customer one-pagers, demo scripts, FAQs
- Help the sales team get up to speed faster by documenting processes, building enablement tools, and creating repeatable materials
- Work cross-functionally to launch and support new features with the right internal and external collateral
- Cross-Functional Ops
- Help connect the dots across sales, product, and customer success—especially as new execs onboard and build their teams
- Drive accountability on cross-functional initiatives and help spot blockers early
- Support hiring processes for key roles (coordination, process design, sourcing help)

Who You Are

- 3-6+ years of experience in investing, consulting, startup ops, or product
- Exceptionally fast learner with strong instincts for what matters most
- Proactive, autonomous, and resourceful—you don't wait to be told what to do
- Strong communicator and structured thinker; able to synthesize complexity into action
- No ego—happy to do everything from crafting a GTM narrative to building a demo deck
- Bonus: experience in legal tech, product, or early-stage SaaS—but not required

Why Join

- We're growing fast. We have a 85%+ h2h trial win rate, 5x'd over the last year, with customers at companies like Canva, Pinterest, Reddit, and Lemonade
- You'll be joining at an inflection point: post Series B, real traction, strong pipeline, and a ton of surface area to make an impact
- Work side-by-side with a sharp, mission-driven team in person 5 days a week—we move fast, collaborate deeply, and have fun doing it