FD Capital International

https://www.fdcapitalint.com/job/chief-of-staff-ai-software-company/

Chief of Staff – AI Software Company

Description
Location: Remote on UK hours, from London, Dubai or the US East Coast (up to 30% travel)
Engagement: Permanent, full time
Package: £120,000 to £180,000 base (London), plus performance bonus, equity and benefits
Start: Q1 2027, ideally January
Role

FD Capital is working with a fast-growing international AI software company to appoint its first Chief of Staff. The business has a small, senior team of around ten people, a product used by organisations around the world and ambitious plans for growth, including expansion in the United States.

The Chief of Staff will run the business day to day and report directly to the Founder and CEO. This is a genuine operating role: the successful candidate will lead the heads of sales, product and engineering, drive the US expansion and own regulatory compliance in the UK and the US, leaving the founder free to focus on vision, partnerships and fundraising.

The company is restructuring the way it works around AI agents, and it wants a Chief of Staff who already uses AI tools in live operations, not just someone who is interested in them. The ideal candidate is a relentless, AI-native operator, most likely a former Chief Operating Officer, General Manager, Chief of Staff or senior strategy consultant.

Responsibilities

Run the business day to day on behalf of the Founder and CEO, setting priorities and making sure the company delivers on them.
Lead and coordinate the heads of sales, product and engineering, holding the team to clear goals and a fast operating rhythm.
Drive the company's expansion in the United States, from planning and market entry to building the operating model that supports it.
Own regulatory and compliance matters in the UK and the US, working with external advisers where needed.
Design and deploy AI tools and agents across the business, redesigning processes so that a small team can operate at scale.
Build the company's management reporting, KPIs and planning cycle, and run regular business reviews with the founder and team leads.
Manage key cross-functional projects, partnerships and initiatives from start to finish.
Support the founder on board, investor and partner communications.
Travel to customers, partners and team members as required, up to around 30% of the time.

Qualifications

Senior operating experience as a COO, General Manager, Chief of Staff or senior consultant in a high-growth technology or professional services environment.
A track record of running teams and functions, not only advising them, including

Hiring organization
FD Capital International

Employment Type
Full-time

Beginning of employment
1st February 2027

Duration of employment
Perm

Industry
Software

Job Location
Remote work from: United Kingdom

Working Hours
9-5

Base Salary
£ 120,000 - £ 180,000

Date posted
November 23, 2026

Valid through
31.01.2027

sales, product or engineering.
Demonstrable experience of deploying AI tools or agents in live operations, with examples of the results achieved.
Experience of international expansion, ideally including entering or scaling in the United States.
Working knowledge of regulatory and compliance requirements in the UK and the US, and comfort managing external advisers.
Strong commercial and financial judgement, with the ability to build reporting and KPIs from scratch.
Exceptional communication skills and the ability to work closely with a founder at pace.
Able to work on UK hours from London, Dubai or the US East Coast, and to travel up to 30% of the time.

Job Benefits

Base salary of £120,000 to £180,000 (London benchmark), depending on experience.
Performance bonus.
Meaningful equity in a growing international technology company.
Benefits package.
Remote working on UK hours, from London, Dubai or the US East Coast.
A role with real authority, running the business alongside the founder at an important stage of growth.