

# Computer Science Teachers Association

## Position Specifications

Executive Director

Location: Virtual

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Prepared by:

Summit Search Solutions, Inc.



[www.csta.acm.org](http://www.csta.acm.org)

## THE ASSOCIATION

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The **Computer Science Teachers Association (CSTA)** is a professional organization committed to empowering and advocating for K-12 computer science education. CSTA provides opportunities for K-12 teachers and students to better understand the computing disciplines and to more successfully prepare themselves to teach and learn.

Since its launch in 2005, CSTA has grown into a dynamic and vibrant organization of professionals interested in supporting computer science education. Today, its membership has grown to nearly 17,000 worldwide. These members include elementary, middle, and high school teachers; college and university faculty; computer science, computer engineering, and IT departments and schools; supportive members of industry, and even a few parents.

CSTA is an affiliate organization of the Association for Computing Machinery (ACM), the world's largest professional and scientific computing society. To read more, visit <http://csta.acm.org>

**Location:** Virtual office. CSTA is headquartered in New York City; the executive director and staff work virtually.

## THE OPPORTUNITY

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The **Executive Director** must be deeply committed to the core mission of the organization, which is to empower, support and advocate for K-12 computer science teachers worldwide. The Executive Director reports to and works collaboratively with the Board of Directors to set strategic direction, develop goals, attain/manage resources, and establish policies for the organization. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives and ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance, administration, fundraising, communications and organizational systems. The Executive Director manages a staff including an Assistant Director and four part-time administrators (meeting planner, web developer, project coordinator, and newsletter editor).

### **Key Responsibilities:**

In **budget and finance**, the Executive Director will:

- Work with the staff, the Board Chair, and the Board to develop, prepare and administer a budget within guidelines.
- Resource the organization by identifying additional (new) sources of funding and plan, develop, promote and coordinate fund raising, including grants, special events, etc.
- Be responsible for developing and maintaining sound financial practices.

In **communications**, the Executive Director will:

- Develop and maintain effective relationships with the staff, members, community groups, affiliates, organizations, legislators, media and the general public.
- Represent the programs and point of view of the organization to federal and state agencies, organizations and the general public.
- Determine an appropriate advocacy agenda related to computer science educational policy and practice and represent the organization's position to state and federal legislators.
- Publicize the activities, programs and goals of the organization.
- Jointly, with the chair of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Develop relationships and support diverse groups of CS educators to broaden participation in CS.
- See that the Board is kept fully informed on the status of the organization and all substantive factors influencing it.

In **program development and administration**, the Executive Director will:

- Collaborate with the Board of Directors to set long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing programmatic, organizational, strategic and financial plans with the Board of Directors and staff.
- Promote active and broad participation by stakeholders and volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field, including computer science, its pedagogy, and global K-12 (awareness through K-16) CS education.
- In collaboration with the BOD, create strategic plans and strategies to address the increased international membership and interest in CSTA.

In **relations with staff**, the Executive Director will:

- Be responsible for the recruitment, employment, and release (as necessary) of all personnel, both paid staff and volunteers; hire, supervise and evaluate staff.
- Collaborate with ACM to ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

**Qualifications:**

- At least 10 years of overall professional experience with a background in computer science education.
- Minimum of BA/BS, ideally with an advanced degree in a related discipline (e.g., computer science, education, business administration).
- Evidence of successful fund raising, marketing, and public relations with the ability to engage a wide range of stakeholders and cultures.
- Experience running a large organization or division, preferably in the non-profit sector.
- Outstanding presentation and communication skills, and the experience and ability to be an ongoing spokesperson and relationship builder.
- Keen analytical, organizational and problem-solving skills, which support and enable sound decision-making.

**PROCEDURE FOR CANDIDACY**

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