CMDiT

Center for Minorities and People with Disabilities in IT

Fostering Innovation Through Inclusion

Position Profile

Executive Director

Virtual Position

May 2019

This search is managed in partnership with Summit Search Solutions, Inc.

The Organization

The **Center for Minorities and People with Disabilities in Information Technology (CMD-IT)** is a non-profit organization that contributes to the national need for an effective workforce in computing and IT through synergistic activities related to minorities and people with disabilities. The organization is focused on the following underrepresented groups: African Americans, Native Americans, Hispanics, Pacific Islanders, and People with Disabilities.

CMD-IT promotes and engages in programs consistent with both aspects of its mission: to ensure that underrepresented groups are fully engaged in computing **and** promote innovation that enriches these communities, in order to contribute to an effective workforce. CMD-IT is the presenter of the Richard Tapia Celebration in Computing Conference (sponsored by ACM). The goal of the Tapia Conferences is to bring together undergraduate and graduate students, faculty, researchers, and professionals in computing from all backgrounds and ethnicities to:

- **Celebrate** the diversity that exists in computing;
- **Connect** with others with common backgrounds, ethnicities, disabilities, and gender so as to create communities that extend beyond the conference;
- **Obtain advice** from and make contacts with computing leaders in academia and industry;
- **Be inspired** by great presentations and conversations with leaders with common backgrounds.

More broadly, CMD-IT is also the organizer of various programs focused on professional development, community enrichment, and information dissemination. Other key programs include the Student Professional Development Workshops, Academic Careers Workshops for Underrepresented Participants, Industry Professional Development Workshops, the FLIP Alliance, and the University Award for Student Retention. The current goals of CMD-IT are to:

- Provide a united voice, spoken by many, that identifies the major issues facing African Americans, Native Americans, Hispanics, Pacific Islanders, and People with Disabilities in IT.
- Provide a resource for information and statistics related to programs, organizations, and alliances focused on African Americans, Native Americans, Hispanics, Pacific Islanders, and People with Disabilities in Computing and Information Technology.
- Provide leadership initiatives that promote leadership among students, faculty, and professionals from the underrepresented groups.
- Facilitate national-scale projects that involve collaborations between established programs and organizations, with measurable goals focused on engagement and enrichment.

To read more, visit: http://www.cmd-it.org/

Location: Virtual office. All CMD-IT staff members work virtually.

The Opportunity

The **Executive Director** must be deeply committed to the core mission of the organization, which is to ensure that underrepresented groups are fully engaged in computing and information technologies, and to promote innovation that enriches, enhances, and enables these communities, such that more equitable and sustainable contributions are possible by all communities. The Executive Director reports to the CEO and President of CMD-IT and works collaboratively with the Board of Directors to set the strategic direction for the organization and manage full and part-time staff. He/she is responsible for the organization's consistent achievement of its mission and financial objectives.

The principal tasks are indicated below.

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

- Collaborate with the CEO and President as well as the Board of Directors to set long-range strategy to achieve the organization's mission, toward which consistent and timely progress will be made.
- Provide leadership in developing programmatic, organizational, strategic and financial plans with the CEO and President as well as 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 of computer science, including information and statistics related to programs, organizations, and alliances focused on African Americans, Native Americans, Hispanics, Pacific Islanders, and People with Disabilities in Computing and Information Technology.

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

- Promote the goals of the organization and its programs.
- Communicate effectively the organization's goals and programs to senior representatives in academia and industry as well as foundations.
- Develop and maintain effective relationships with the staff, members, community groups, affiliates, organizations, legislators, media and the general public.
- Ensure that the CEO and President, as well as the Board, is kept fully informed and consulted on the status of the organization and important factors influencing it.
- Represent the programs and point of view of the organization to agencies, organizations and the general public.
- Jointly, with the CEO and President as well as the chair of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.
- Develop relationships with and support diverse groups of communities of practice in order to identify opportunities and work together on synergistic programs.

In **staff management and development,** the Executive Director will:

- Hire, supervise and evaluate staff (including dismissal when necessary).
- 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, retains, and motivates a diverse staff of top quality people.

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

- Develop the fiscal plan for the organization.
- Identify and develop sources of funding; plan, promote and coordinate fund-raising, including grants, special events, etc.
- Work with the staff, the CEO and President, the Board Chair, and the Board to develop, prepare and administer a budget; administer the budget so that the organization operates within agreed budget guidelines.
- Be responsible for developing and maintaining sound financial practices.

Qualifications

- Minimum of a BA/BS in computer science, ideally with an advanced degree in a related discipline (e.g., computer science, business administration, management, etc.).
- At least 10 years of overall professional experience in the computer science field.
- Experience managing people, processes, and programs in a business context.
- Demonstrated ability to engage a wide range of stakeholders and cultures with evidence of strong skills related to marketing/public relations/fundraising work.
- Outstanding presentation and communication skills, and the experience and ability to be an ongoing spokesperson and relationship builder.
- Strategic thinking, organizational and problem-solving skills, which support and enable sound decision-making.

To Apply

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **June 21, 2019** will be given first consideration. Please submit a PDF version of your resume and cover letter outlining your interest in and suitability for this position. To apply online, go to:
https://theapplicantmanager.com/jobs?pos=su162.

For more information or to offer recommendations or nominations:

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It is the policy of CMD-IT to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

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