

# Computer Science Teachers Association

Location: Virtual

## Position Profile

Executive Director

September 2017

Prepared by:

Summit Search Solutions, Inc.



**CSTEACHERS.ORG**  
COMPUTER SCIENCE TEACHERS ASSOCIATION

[www.csteachers.org](http://www.csteachers.org)

## THE ASSOCIATION

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The **Computer Science Teachers Association (CSTA)** is a professional membership organization of more than 25,000 educators and supporters committed to empowering, engaging and advocating for computer science teachers worldwide. CSTA is an affiliate organization of the Association for Computing Machinery (ACM), the world's largest professional and scientific computing society.

CSTA provides opportunities for K–12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn. Since its founding in 2004, CSTA has grown into a dynamic and vibrant organization of professionals from more than 145 countries. These members include elementary, middle, and high school teachers; college and university faculty; supportive members of industry and government; school administrators; other non-profits; and parents.

To read more, visit: [www.csteachers.org](http://www.csteachers.org)

**Location:** Virtual office. ACM is headquartered in New York City. The executive director and staff of CSTA 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 (CS) teachers worldwide. The Executive Director reports to and works collaboratively with the Board of Directors to set 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 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 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 education, pedagogy, and teacher professional development.

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.
- Ensure that the Board is kept fully informed and consulted on the status of the organization and all important factors influencing it.

- Represent the programs and point of view of the organization to agencies, organizations and the general public.
- Promote the goals of the organization and its programs.
- 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.

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

- Hire, supervise and evaluate staff (including dismissal when necessary).
- 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, 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 Board Chair, and the Board to develop, prepare and administer a budget; administer the budget so that the organization operates within agreed budget guidelines.
- Review budget and revenue with ACM periodically.
- Be responsible for developing and maintaining sound financial practices.

### **PREFERRED QUALIFICATIONS:**

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- Minimum of a BA/BS, ideally with an advanced degree in a related discipline (e.g., computer science, education, business administration)
- At least 10 years of overall professional experience with a background in computer science education
- Experience running an organization, preferably in the nonprofit sector
- Evidence of successful marketing, public relations and fund raising activities, with the ability to engage a wide range of stakeholders and cultures
- 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

## PROCEDURE FOR CANDIDACY

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For full consideration, submit materials by **Friday, October 6<sup>th</sup>**. Please attach a CV/resume as well as a cover letter. Your letter should provide a brief narrative introduction to yourself, complementing the information in your CV, and elaborate on your ideas for how you would guide CSTA as an organization.

Click the following to apply: [Apply Now](#) Or, copy and paste the following link into your browser.

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=9838480&portalID=5652>

### For nominations or further information:

**Beth Baldino**

Senior Consultant

Summit Search Solutions, Inc.

Direct: 828-645-8967

[bbaldino@summitsearchsolutions.com](mailto:bbaldino@summitsearchsolutions.com)**Carrie Coward**

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*The Computer Science Teachers Association is an Equal Opportunity Employer that values diversity at all levels.*



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