

**Position:** Sr. Director of Operations  
**Organization:** CSforALL  
**Location:** New York, NY

### **About CSforALL**

CSforALL's mission is to make high-quality computer science an integral part of the educational experience of all K-12 students and teachers and to support student pathways to college and career success.

CSforALL serves as the national hub for the K-12 computer science education movement. We convene and sustain networks to support the national landscape of school districts, nonprofits, for-profits, and government agencies that share the goal of rigorous, inclusive and sustainable CS education in the U.S.

The organization employs the following strategies for achieving this mission:

- Raise awareness of the need for CS education and best practices for building capacity and increasing access
- Build capacity to ensure local leaders and systems can implement CS education equitably and with quality
- Increase equitable access to high quality CS education pathways for all learners and educators.

### **Position Description**

CSforALL seeks a mission-focused, strategic, process-minded leader to oversee the organization's operations in support of CSforALL's ambitious growth vision and strategy. The Sr Director of Operations will report to the Executive Director, is a member of the leadership team, and will lead the operations functions including all internal systems, processes, and policies for People Experience, Finance, Legal, IT and Administration. The Sr. Director of Operations will serve as a thought partner to the ED and ensure the organization hires and retains top talent as well as builds a robust infrastructure that will provide CSforALL with the organizational health it needs to grow its programmatic impact. The ideal candidate is an experienced leader with high emotional intelligence and a proven track record for leading talent, finance, operations, and strategy functions at a national non-profit organization.

## **Responsibilities**

### **Leadership:**

- Build and lead the operations team, develop and execute strategy, systems, policies, and processes that maintain quality operations through high growth
- Foster strong relationships and effective communication throughout the organization; provide thoughtful and empathetic support to employees to resolve issues; mentor managers helping them to strengthen their people leadership skills

### **General Operations:**

- Design, develop, manage, implement and refine CSforALL's cross-organizational processes, policies and protocols, ensuring that they are rooted in CSforALL's culture, core values and yield operational efficiency.
- Evaluate, contract with, and manage all third-party operations vendors that provide mission-critical support across functions
- Review contracts and agreements prepared for vendors managed within other divisions
- Initiate quality control measures, emergency response protocols, and performance improvement projects in collaboration with the senior leadership team
- Oversee selection, maintenance, distribution and security of organizational level technological systems and configuration as well as hardware
- Manage and plan for space (workspace, storage) and transportation needs and liabilities

### **People Experience**

- Serve as a true culture builder; help CSforALL to define and realize their optimal culture and core values. Promote collaboration and open communication throughout the organization, ensuring that managers and staff members are regularly engaging in feedback conversations and that managers are continuously coaching and mentoring team members
- Develop and execute strong talent practices around recruiting, hiring, benefits & compensation, onboarding, retention, and professional development
- Ensure a thoughtful annual performance review process that enables managers to provide meaningful, actionable feedback and guidance during review periods

### **Finance:**

- Ensure budgets, staffing, and organizational structures are aligned with CSforALL's vision and strategic priorities

- Ensure financial health of the organization; oversee financial operations including the annual budget process as well as oversee annual audits, regulatory and compliance procedures including tax filings, tracking budget to actuals and ensuring integrity, accuracy and usefulness of financial reports and documentation to the Board of Directors
- Develop financial models, or data sets to inform problem-solving and decision-making regarding the annual budget, hiring, benefits, compensation, and systems investments

**Qualifications:**

- Bachelor's degree required, advanced degree preferred.
- 10+ years of experience leading and building talent, finance, and operations functions with at least three years of leadership experience
- Experience growing a high performing organization, preferably from startup to scale
- Exceptional strategic thinking and problem-solving skills; ability to set vision and direction across large, complex sets of work
- Exceptional relationship building skills; possesses a high level of emotional intelligence and self-awareness, the ability to relate/influence across a diverse range of stakeholders and proven success managing teams as well as coaching and mentoring others
- Excellent project management skills, with the ability to identify and recommend process improvements, system overhauls, and solutions to improve efficiency and effectiveness
- Collaborative approach with the ability to work effectively with cross functional teams to meet goals and drive growth, impact, and organizational performance
- Ability to thrive in a fast-paced, entrepreneurial environment; flexible, able to work autonomously
- Deep commitment to CSforALL's mission
- The Sr. Director of Operations role is primarily an internal facing role and will require only minimal travel (2-3 times per year)

**Salary and Benefits:** \$135k-\$165k

**Posting Date:** 3/28/2022

**To Apply:** Send the following to [info@csforall.org](mailto:info@csforall.org):

- Subject line: CSforALL Sr. Director of Operations: [YOUR NAME]

- Attach: cover letter and resume / CV

*\*CSforALL is proud to be an equal opportunity workplace. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity/expression, age, status as a protected veteran, status as an individual with a disability, or any other applicable legally protected characteristics.*