

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:

- Supporting Local Change — helping education systems at the local and regional level develop strategic plans to serve all students
- Increasing Rigor and Equity — building the knowledge base and connecting research to practice
- Growing the Movement — serving as a “front door” for newcomers and supporting a national network of all participants

Position Description

CSforALL has recently undergone rapid growth and is now seeking a mission-focused, strategic, process-minded leader to build the organization's infrastructure 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, including the operating plan and budget as well as oversee vendor partnerships across HR, Finance, IT and Legal. 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:

- Lead and manage the operations team, develop and execute internal strategy, systems, policies, and processes that maintain quality operations through high growth
- Provide ongoing feedback and supporting the operations team to grow professionally and execute against their goals
- Foster strong relationships and effective communication with diverse members of the team; provide thoughtful and empathetic support to employees to resolve issues; mentor managers helping them to strengthen their people leadership skills
- 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
- Ensure budgets, staffing, and organizational structures are aligned with CSforALL's vision and strategic priorities

Operations Management:

- 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.
- Work collaboratively across CSforALL teams to develop and ensure execution of annual operating plan and budget
- Evaluate, contract with, and manage all third-party vendors that provide mission-critical support across finance, HR, IT and legal, including overseeing an external auditor and bookkeeper

Talent Management:

- Develop and execute strong talent practices around recruiting, hiring, benefits & compensation, onboarding, and professional development
- Develop strategies that promote strong employee feedback, satisfaction, retention, and engagement
- Ensure a thoughtful annual performance review process that enables managers to provide meaningful, actionable feedback and guidance during the mid-term and year-end reviews

Financial and Data Management:

- 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
- Oversee grants management; work with project leads to ensure on budget and timely deliverables are met; prepare grant related reporting

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: Commensurate with Experience

Posting Date: 1/24/2020

To Apply: Send the following to 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.*