



## Computer Science Teachers Association

**Job Title:** Director of Operations  
**Job Status:** Full-time, permanent  
**Reports to:** Chief Operating Officer  
**Location:** Chicago, IL (Central Loop)

### COMPANY PROFILE

The Computer Science Teachers Association (CSTA) is a membership organization that supports and promotes the teaching of computer science, providing opportunities for K–12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn.

### JOB SUMMARY

CSTA is looking for an enthusiastic and highly organized Director of Operations to manage the organization's finance, people operations, administrative, and event workflows. This is a new position with a great team.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with leadership and program teams to develop performance goals and long-term strategic plans, project and organizational budgets, and long-term financial plans
- Supervise all company financial activities and negotiate budgets, contracts and agreements
- Analyze, develop, and implement consistent and efficient operational systems and policies
- Manage organizational relationships and accounts
- Ensure the organization meets all legal, licensing, and tax requirements
- Manage and participate in the execution of the daily operations of the organization including:
  - Accounts receivable and payable supervision, financial reporting, and payroll
  - Major organizational events
  - Recruiting, hiring, and supporting a growing, high-performing staff
  - Supervising a small team



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### EXPERIENCE & QUALIFICATIONS

We are looking for an energetic, positive, and collaborative professional to join our team. You should be a tech-savvy self-starter experienced in using technology tools to solve problems, with a willingness to take ownership and a get-it-done attitude. Experience in a fast-paced environment and/or with a start-up organization a plus.

The ideal candidate has the following qualifications:

- 7+ years experience in increasingly responsible roles supporting company operations, with 3+ years experience in a senior leadership role (manager or director)
- Superior knowledge of multiple operational functions and principles, including finance, people operations, and major events
- Ability to manage multiple projects independently and simultaneously
- Collaborative leadership style with exceptional written and verbal communications skills
- Experience liaising with an engaged Board of Directors
- Discretion in handling sensitive information
- Strong financial literacy and experience in developing budgets and project plans, and managing financial audit and tax return processes
- Non-profit experience strongly preferred
- Proficiency in working with Microsoft Office and Google Docs, particularly spreadsheets
- Experience with Quickbooks Online preferred
- Bachelor's degree in Business Administration or related field required

In addition, candidates:

- Must be a U.S. Citizen or Permanent Resident
- Must pass a pre-employment background check

Excellent benefits package including great employer-paid health benefits, paid vacation and sick time, retirement plan matching contributions, and paid transit benefits! To apply, submit a cover letter and a resume to [jobs@csteachers.org](mailto:jobs@csteachers.org).