



CoSN CEO Job Description

LOCATION: Headquarters is in Washington, DC but most staff work virtually so location of CEO is flexible

FLSA CLASSIFICATION: Exempt

REPORTING RELATIONSHIP: The CEO is hired by and reports directly to the CoSN Board of Directors with the Board Chair serving as the primary point of contact.

POSITION SUMMARY: The CEO provides strategic leadership and executive management consistent with CoSN's strategic plan and board direction while serving as the primary staff liaison to the Board of Directors. In this role, the executive manages the professional staff and oversees daily operations to advance the association's mission within board-approved financial and operational parameters. Additionally, the CEO ensures CoSN delivers innovative leadership in the educational technology sector, fosters strategic relationships across the education community, and represents the association to media, policymakers, and the public.

Key Responsibilities

- **Board Governance:** Advises and supports the Board of Directors in governing the organization; participates fully in deliberations of the board, committees, and other elements of governance; partners in the development of the strategic plan; and provides the board with regular reports, thought-leadership advice, data and analysis to assist in governance and strategic thinking.
- **Financial & Operational Oversight:** In collaboration with the Chief Operation Officer (COO), develops and proposes the annual budget; recommends updates to Board Manual and operational policies; identifies new strategic opportunities for CoSN; works with Bylaws Committee and Board around proposed amendments to the Bylaws and other governing documents.
- **Strategic Execution:** Ensures the seamless execution of the Strategic Plan and budget as adopted by the Board.

- **Staff Leadership:** Oversees hiring, performance evaluation and professional development of the staff.
- **Culture & Workplace:** Ensures a member-centric staff culture that supports innovation, continuous improvement, career-long learning and professional development within a safe, welcoming, and diverse workplace. Sets the tone and demonstrates ongoing support of a positive work culture, including advancement of a safe, inclusive and tolerant environment.
- **Chapter Relations:** Supports the launch and development of chapters to ensure their growth and success, including providing leadership tools, tips and fostering positive, mutually beneficial relationships with chapters.
- **Asset Management:** Ensures thoughtful stewardship of the association's assets, including cash, investments, tangible property and intellectual property, including protecting the association's trademarks, copyrights and service marks.
- **Annual Conference & Events:** Ensures CoSN produces a high-quality annual conference which delivers outstanding attendee experiences and achieves budget targets, including other CoSN meetings and events. Advances CoSN's professional learning offerings.
- **Product & Program Quality:** Ensures CoSN products, programs, and services, including professional development and certification offerings, are high quality, refreshed and successfully marketed.
- **Communications & Advocacy:** Drives a comprehensive communications strategy to promote and highlight CoSN resources and provides voice to members and the broader community on key educational technology issues. Ensures CoSN has a robust policy and advocacy strategy supported by relevant research, media outreach and ongoing messaging.
- **Alliances & Coalitions:** Manages key alliances and relationships with other education organizations, including representation of CoSN in the Learning First Alliance, as well as involvement in key policy/advocacy coalitions.
- **Contract Management:** Evaluates and signs contracts and other agreements, ensuring that CoSN's interests are protected in relationships with vendors and partners.

- **External Advisors:** Works as needed with professional advisors, including the auditor, public relations support, lobbyists, legal counsel and other external project directors/subject matter expert consultants.
- **Partnerships & Fundraising:** Develops and manages positive relationships with sponsors and corporate members, as well as in-kind partners. Builds relationships with key funders, including foundations, to advance CoSN's mission.
- **Trend Analysis & Reporting:** Informs the Board regarding the condition and operations of CoSN and identifies key association trends or emerging issues that can impact the association's success.
- **Operations:** Manages office, infrastructure, systems, policies, and procedures necessary to administer the headquarters operation, serve members and chapters and ensure consistent, high-quality, professional operations.

EDUCATION: Bachelor's degree required; an advanced degree preferred.
Certification in association management preferred.

QUALIFICATIONS: Minimum of 15 years of work experience with at least 5 years in a senior executive level leadership experience. Previous association CEO experience and nonprofit management is preferred.

PERSONAL LEADERSHIP SKILLS:

- Exemplifies adaptive leadership providing strong vision and leadership.
- Demonstrates strong innovative leadership in the Education and/or Technology sector.
- Provides strong analysis and resource allocation by identifying the key challenges facing CoSN today, identifying options and strategies to address and ensuring appropriate asset distribution.
- Acts as a collaborative leader who empowers staff and volunteers and supports continuous professional learning.

- Serves as effective communicator, spokesperson, ambassador, and enthusiastic advocate for the association, building connections across the education community nationally and globally.
- Ensures CoSN has a strong voice advocating for educational technology leadership.
- Demonstrates an open, candid management style and is skilled in interpersonal and organizational conflict analysis, management, and resolution.
- Strives for personal and organizational growth and improvement; possesses a self-confident, positive and approachable demeanor.
- Willingness to travel as needed on behalf of the association.
- Trustworthy; operates with the highest level of integrity and ethical behavior.
- Demonstrated capacity to manage competing strategic priorities and thrive under tight deadlines within a dynamic and fast-paced environment.