



## Women CyberSecurity Society (WCS2)

Job Description: **Director of Operations**

Type: Volunteer / Unpaid

Reports to: CEO

Location: Remote

Start Date: June 30, 2023

Weekly Hours: 10

### **Position Overview:**

As the Director of Operations for the Women Cybersecurity Society, you will be responsible for overseeing and optimizing the organization's day-to-day operations, ensuring efficiency, effectiveness, and smooth functioning across all functional areas. You will play a critical role in supporting the organization's mission of empowering women in the field of cybersecurity by managing resources, implementing processes, and driving operational excellence. This position offers an exciting opportunity to contribute to a dynamic and impactful organization that is dedicated to advancing gender equality in cybersecurity.

### **Responsibilities:**

#### 1. Operational Leadership:

- ★ Provide strategic direction and leadership in all operational aspects of the Women Cybersecurity Society.
- ★ Develop and implement operational plans, policies, and procedures to support the organization's mission and objectives.
- ★ Collaborate with the Executive Board to align operational strategies with the overall vision and goals of the organization.

#### 2. Resource Management:

- ★ Manage and optimize the organization's resources, including financial, human, and technological assets.
- ★ Develop and monitor budgets, financial plans, and resource allocation to ensure efficient and effective use of resources.
- ★ Oversee procurement processes, vendor relationships, and contract management to support operational needs.

#### 3. Process Improvement:

- ★ Identify areas for process improvement and implement streamlined workflows to enhance operational efficiency.

- ★ Develop and implement performance metrics, data-driven analysis, and reporting systems to track operational effectiveness.
- ★ Continuously assess and enhance operational procedures to drive innovation, productivity, and quality improvement.

#### 4. Team Management:

- ★ Provide leadership and guidance to operational staff, including recruitment, training, performance management, and professional development.
- ★ Foster a positive and collaborative work environment, promoting teamwork, open communication, and a culture of continuous improvement.
- ★ Collaborate with cross-functional teams to ensure effective coordination and communication across the organization.

#### 5. Project Management:

- ★ Oversee and manage key projects and initiatives, ensuring timely execution, resource allocation, and successful outcomes.
- ★ Develop project plans, monitor progress, and mitigate risks to achieve project goals and deliverables.
- ★ Coordinate with stakeholders to ensure effective project communication, collaboration, and stakeholder engagement.

#### 6. Compliance and Risk Management:

- ★ Ensure compliance with legal, regulatory, and ethical standards, including data protection and privacy requirements.
- ★ Implement risk management strategies and protocols to identify, assess, and mitigate operational risks.
- ★ Stay updated on relevant laws, regulations, and industry standards to ensure organizational compliance.

#### **Qualifications:**

- ★ Bachelor's or Master's degree in business administration, operations management, or a related field.
- ★ Proven experience in operational leadership and management, preferably in the nonprofit or cybersecurity sector.
- ★ Strong understanding of organizational operations, resource management, and process improvement methodologies.

- ★ Demonstrated ability to develop and implement operational strategies, policies, and procedures.
- ★ Excellent leadership, communication, and interpersonal skills, with the ability to collaborate and influence stakeholders at all levels.
- ★ Experience in project management, including planning, execution, and stakeholder management.
- ★ Knowledge of financial management principles, budgeting, and resource allocation.
- ★ Familiarity with data-driven analysis, performance metrics, and process optimization.
- ★ Strong organizational and problem-solving skills, with a focus on driving results and achieving operational excellence.
- ★ Commitment to promoting gender equality, diversity, and inclusion in the cybersecurity industry.

Note: This job description is a general guideline and may be subject to revision based on the specific needs and requirements of the Women Cybersecurity Society.