



POSITION TITLE: Vice President of Election Operations and Support

SUPERVISORY ROLE: Yes

SPECIFIC TEAM: EI-ISAC

REPORTS TO: Executive Vice President for Operations and Security Services

LOCATION: East Greenbush, NY or Washington D.C

DATE: July 2021

JOB SUMMARY:

CIS (Center for Internet Security) is the trusted guide to confidence in the connected world. CIS collaborates with the global security community to lead both government and private-sector entities to security solutions and resources. CIS is an independent, not-for-profit organization.

Reporting to the Executive Vice President for Operations and Security Services (OSS), the Vice President for Election Operations will oversee all elections-related efforts within CIS, most importantly the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC) and related elections community support sponsored by the U.S. Cybersecurity and Infrastructure Security Agency (CISA). This position will also manage election-related projects and activities that are funded by third parties or self-funded by CIS. The Vice President for Election Operations will lead an organization comprised of the CIS staff working on election-related efforts and will be responsible for outreach to U.S. state, local, tribal, and territorial election offices as well as private sector companies, researchers, and nonprofit organizations involved in supporting elections.

TASKS AND RESPONSIBILITIES:

Manage the Election Operations and Support organization within OSS that operates the EI-ISAC and other election projects assigned to the Election Operations and Support organization

Serve as the focal point to state, local, tribal, and territorial governments for the Elections Infrastructure ISAC (EI-ISAC)

Lead the development of CIS's strategy and subsequent implementation efforts for improving the security, efficiency, and effectiveness of the elections infrastructure tools and processes used by state and local elections offices

Leverage the internal capabilities of the CIS Operations and Security Services and CIS Security Best Practices organizations to implement innovative solutions to improve the elections infrastructure

Establish relationships with recognized experts in elections and election security to solicit their participation in collaborative efforts to develop tools and publications to improve security of election systems and processes

Serve as primary interface for collaborating with senior officials in the Federal and state governments regarding improving cyber security practices related to elections systems and processes

As a member of the CIS Executive Team, participate in Conferences and Forums to advocate for adoption of CIS products and services

Other tasks and responsibilities as assigned

REQUIRED QUALIFICATIONS:

Bachelor's Degree in a related field*

Minimum five years' experience in directly supporting elections-related efforts at a managerial level

Minimum three years' experience in the cyber security arena

Experience working with federal, state and local government elections officials

Proven record of strategy development and successful execution of innovative initiatives

Experience developing and managing departmental budgets and a solid understanding financial acumen

Demonstrated experience operating as part of a leadership team that emphasizes collaborative decision making and a high degree of coordination between functions

Superior written, verbal, and presentation skills

Excellent interpersonal skills and professional demeanor Strong attention to detail

Must be authorized to work in the United States

Must be capable of obtaining and maintaining a Top-Secret National Security clearance

The position is open to U.S. citizens and requires a favorably adjudicated DHS Fitness Review for Public Trust Positions**

**Additional years of relevant experience or a combination of an Associate's degree or equivalent and relevant experience may be substituted for the Bachelor's degree.*

***Factors that may cause a negative Fitness Review decision include:*

- *Criminal Conduct*
- *Dishonest Conduct*
- *Employment Misconduct*
- *Alcohol Abuse*
- *Drug Use (illegal drug use or use of a legal drug in a manner that deviates from approved medical direction) Additionally, illegal drug use includes the use of drugs that are illegal for federal purposes despite being legal in select states and countries, such as marijuana.*
- *False Statements*
- *Financial Issues*
- *Have not resided in the US for three (3) of the past five (5) years*

At CIS, we are committed to providing an inclusive environment in which the diverse backgrounds, experiences, and views of our employees, members, and customers are valued and respected. It is through this commitment that we are able to work together towards our common mission: to make the connected world a safer place.