Job Title
Director of Information Technology

Location
Virtual Office

Hours
Approximately 20 hours per week

Position Summary
The Director of Information Technology reports to the Chief Operating Officer, and leads all internal and external technology systems, processes, and strategies across the organization. They oversee the system administration (Office 365, SharePoint, and virtual office tools), organizational database (hosted by MemberClicks), website architecture, security and backup protocols, and procurement and allocation of hardware and software. They provide internal staff support and manage all external vendor and partner relationships relating to IT.

Primary Duties and Responsibilities
The Director of Information Technology:

- Oversees the budget, allocation, and management of all IT-related resources.
- Develops and implements long- and short-term IT strategies to support organizational goals.
- Works with COO to identify technology needs for the IBSC and leads technology support and implementation for IBSC staff.
- Provides the technical infrastructure and support for a virtual office through Office 365.
- Maintains the IBSC member database and creates reports within the database as needed by staff.
- Creates contact lists for emails through our MemberClicks database and adds design expertise as necessary.
- Designs and oversees registration for our regional, online, and annual events.
- Provides reports and data analysis for event registration, membership, etc. using AMS reporting tools.
- Identifies how IBSC can better leverage its AMS and third-party technology.
- Monitors the technological capacities and constraints of SharePoint and MemberClicks.
- Maintains the IBSC website, including technical and administrative work.
- Assists colleagues in uploading content to the website. As appropriate, reformats/optimizes documents from other sources for use on our website.
- Maintains cross-platform and cross-browser compatibility.
- Keeps track of developments in web technology.

- Ensures web content is accurate and up to date; all links work and files load properly; and information complies with copyright regulations.

Essential Skills, Education, Experience, and Character

The Director of Information Technology must have:

- A bachelor's degree (required).
- 5+ years of experience, preferably with a nonprofit or association.
- Familiarity with cloud/virtual, Office365, website, mobile, and CMS systems.
- Solid experience managing websites and an AMS management system.
- Ability to learn new software and systems as required.
- Superior project-management skills.
- Excellent communication, interpersonal, and writing skills
- Diplomacy and negotiation skills.
- Strong attention to details and a task orientation.
- Ability to communicate with nontechnical staff to assist with IT in a virtual environment.
- Some graphic design skills.
- Agile troubleshooting and analytical abilities.
- Proven understanding of website standards, user experience principles, and information architecture.

Application

Candidates should submit electronically to Amy Ahart, Chief Operating Officer, ahart@theibsc.org:

- A cover letter expressing interest,
- A current resume, and
- The names, email addresses, and phone numbers of three references.

Interested individuals are invited to visit the IBSC website at www.theibsc.org