



Inspiring all girls
to be strong,
smart, and bold

Girls Inc.
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girlsinc.org

JOB ADVERTISEMENT

DATE: June 9, 2017

JOB TITLE: Director of Information Technology

REPORTS TO: Chief Operating Officer

LOCATION: Indianapolis, IN

CLASSIFICATION: Exempt

BACKGROUND:

Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls. Join us at www.girlsinc.org.

Summary:

The Director of Information Technology provides the vision and leadership for implementing a portfolio of IT initiatives that create value for the national organization and our affiliate network. The Director must ensure our IT infrastructure is reliable, secure, cost efficient, and strategically sound, reflecting business needs and best practice in creating value for the organization and our constituents. Responsibilities include influencing and directing the organization's strategic Master Technology Plan, which is aligned with the overall Girls Inc. Strategic Plan.

Responsibilities:

The Director will provide oversight and be accountable for the technology infrastructure (on premise and outsourced), as well as the evolution of all business area applications to ensure key business strategies and processes are driven by systems that enable change, growth and flexibility. S/he is a critical voice among the Girls Inc. Management Team, driving cross-functional collaboration through the IT team.

The Information Technology Director is responsible for the overall planning, organizing, and execution of all IT functions, including staff and all technology vendor relationships and contracts. This includes directing all IT capabilities to meet the strategic and operational requirements in all departments.

- Research and Evaluation
- Learning Central
- Marketing and Communications
- Public Policy
- Fund Development
- Affiliate Services
- Human Resources
- Finance

Essential Functions:

The function of the Girls Inc. Information Technology Department is to maintain a portfolio of business applications and to design and deploy an efficient technology infrastructure (cloud-based, on premise hardware, software solutions, network, information flow) that enables staff to use technology to accomplish the mission and business goals. The Director of Information Technology:

1. Serves as the technology thought leader on the IT Steering Committee, as well as a partner with executive management and department leaders to ensure that the organization stays on the cutting edge in its application of technology solutions.
2. Prepares annual budget requests for technology-related investments as well as operational needs in coordination with the COO and departments.
3. Collaborates with COO and other senior staff in crafting the strategic communication regarding IT solutions with the network of affiliates.
4. Maintains an IT Performance Scorecard for regular review with the IT Steering Committee.
5. Oversees a portfolio of multiple, concurrent technology initiatives ensuring the successful delivery of scope, timeline and budget.
6. Analyzes complex business needs presented by the departments and recommends technical solutions.
7. Manages a broad range of consulting engagements and matrixed relationships, including project consultants and outsourced managed services. Directs and prioritizes the work load of subordinate personnel.
8. Ensures the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions, even if outsourced and/or hosted in the cloud.
9. Directs operations in executing production tasks according to a documented schedule that meets or exceeds functional areas' expectations.
10. Technical Responsibilities include:
 - Produces detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.
 - Reviews all designs, code and unit test plans, where applicable.

- Approves all business requirements prior to the technical solution.
 - Participates on all hardware and software evaluations and maintains vendor contracts.
 - Represents the IT function at customer review meeting when appropriate.
 - Performs liaison duties between users, operations, and contracted technology resources in the areas of systems design, modifications or trouble shooting.
11. Performs salary administration and conducts interviews and makes recommendations for new hires, consultants and/or replacement personnel when appropriate.

Critical Competencies:

1. Technical Capability (e.g., Multi-cloud architecture, Cybersecurity, Data Governance, Project Management, etc.).
2. Business Acumen. (e.g., business process, budgeting, forecasting, fixed and variable cost management, etc.)
3. Strategic Thinking. (e.g., innovative application of technology solutions)
4. Stakeholder/Constituent Focus. (e.g., management and staff, affiliate network, donors, advocates)
5. Leadership. (e.g., drive change, influence decision-making, accountable for results, strong communicator)
6. Vendor Management. (e.g., negotiate contracts, develop metrics to track vendor performance)

Supervisory Responsibility:

This position manages a lean internal IT department and is responsible for the performance management and hiring of the employee and any interns within that department. The IT leader is also responsible for the oversight of all contracted IT resources to ensure the acceptable delivery of purchased services.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work:

This is a full-time position, and hours of work and days are Monday through Friday, 9:00 a.m. to 5 p.m. This position occasionally requires long hours and weekend work.

Travel:

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected. Occasional travel to affiliate locations and annual conference is expected

Required Education and Experience:

- Bachelor's degree in computer science or related field or related experience; Master's degree in relevant field preferred.
- Minimum of eight (8) years of experience within information technology.
- Experience in the most current technologies and products used in the industry.
- Experience in managing consultant engagements and managed serviced agreements for outsourced services/resources
- Prior management experience with the ability to influence peers throughout the organization and executive management
- Prior experience working with national nonprofit organizations and/or small/medium-sized businesses is preferred
- Passion for, and demonstrated commitment to, improving the lives of girls; sensitivity to the needs of diverse racial and ethnic populations

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competitive salary and benefits.

Interested applicants should submit a resume including a cover letter with salary requirements by clicking [here](#) by July 12, 2017. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER.