Community Foundation for Greater Atlanta
Director, IT

POSTION: Full-time Exempt
DEPARTMENT: IT
REPORTS TO: Chief Executive Officer

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

The Director of IT serves as an integral part of the Foundation. Reporting directly to the CEO, this individual will be a partner to members of the senior team as well as oversee all aspects of the Foundation’s systems and technology. The ideal candidate will be an experienced technologist who will guide the Foundation in its use of new and existing technologies and work with others to make recommendations to continually improve the perception of technology.

Essential Functions of Position:

- Assess, develop, and implement an IT and systems strategy, staying current in emerging technologies for effective, innovative solutions
- Lead annual and long range planning for technology in support of and aligning with the annual and long range planning for the entire organization
- Develop and maintain a roadmap for the Foundation including technology software solutions, systems and processes
- Research and make recommendations on hardware and software purchases
- Negotiate with vendors to ensure cost-effective support and purchasing decisions
- Manage vendor contracts and relationships for related to smooth and effective technology operations
- Research, implement, and maintain real-time network and system monitoring
- Lead, coach, assist, and measure effectiveness in staffing, staff care, and succession planning within the technology group
- Build relationships internally and externally for the purpose of collaboration
- Serve as a player/coach -- primarily a coach, but willing to dive into details as needed
- Equip data stewards and key stakeholders to champion best practices
- Lead effective budget development and administration, linked to strategy
- Prepare and maintain technical specifications and related documentation to secure procedures and prevent system failure
- Responsible for the organization’s disaster recovery plan
- Lead the technology project management lifecycle for short-term and long-term projects across the organization and develop/manage team members with project management responsibilities
- Build a technology team by assessing staffing needs and hiring additional team members such as an IT manager and IT Specialist.
• Facilitate cooperation and collaboration among peers, subordinates, and leaders to maintain and promote a healthy and effective working environment

Qualifications:

• Bachelors degree in information technology/systems or related field required; Master’s degree preferred
• 3-5 years experience leading technology teams, additional experience preferred
• Technology experience in the nonprofit sector is a plus
• Demonstrated ability to solve problems, make tough decisions and resolve conflict
• Deep knowledge of agile and product management methodologies
• Experience with deploying video conferencing, Wi-Fi, and Windows networks
• Proven expertise in account, vendor, and client management
• Proven track record of taking end-to-end ownership and driving results
• Demonstrates an adaptive, empathetic, collaborative, and positive mindset
• Self-driven and adaptable with ability to thrive in unstructured environments while creating structured processes

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Community Foundation is located in Atlanta, Georgia. We operate in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications. This position is currently being benchmarked with the anticipated salary range of $150,000-$170,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan.

To Apply:
Please send your resume for consideration to Bill Crane, Technical Recruiter with TechCXO by emailing bill.crane@techcxo.com.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The Community Foundation for Greater Atlanta values diversity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.