



## **Information Technology Director**

**Accountable to: Canon to the Ordinary**

Full-time, Exempt position (Fair Labor Standards Act classification)

**POSITION SUMMARY:** The Information Technology (IT) Director directs, manages, and plans projects and programs in the areas of Information Technology for the Episcopal Diocese of Washington (EDOW) parishes and the Bishop's staff.

### **Essential Tasks**

Oversees and manages the diocesan technology infrastructure including networks, servers, computers, mobile services, telecommunications, network security, and upgrades. Manages and develops the diocesan hosting infrastructure including providing upgrades and remote support to congregations and assisting with identifying and implementing custom web solutions as needed.

Evaluates, identifies, tests, and implements software and hardware solutions that meet the needs of the staff, congregations, and organizations of the diocese.

Identifies and establishes outsourced solutions and manages vendor relationships and support personnel, and is responsible for ensuring quality technical support and solutions are provided that meet the needs of the staff, committees, congregations, and organizations of the diocese.

Provides consulting expertise, oversight, and support to congregations and organizations in areas concerning Information Technology, including membership and accounting systems, email and scheduling systems, hosting and web development, networks and computer systems, and other areas relating to information technology.

Identifies, recommends, and leads Information Technology training efforts that assist diocesan staff, congregations, and organizations. The Director manages audio-visual resources, and oversees AV production efforts relating to the annual diocesan Convention and other offsite events.

### **Other Responsibilities**

- Develop and manage diocesan IT budget.
- Attend regular staff and team meetings
- Actively participate in staff retreats and strategic planning sessions
- Support special events such as Diocesan Convention and large retreats

### **JOB REQUIREMENTS**

#### **Core Competencies**

- Integrity and Trust
- Strategic Thinking
- Adaptability and Flexibility in Problem Solving
- Informational Communication

- Technical expertise

**Qualifications/Skills:**

- Sound understanding of computer systems, networks, security, telecommunications, databases and storage systems
- Strong interpersonal, communication and leadership skills
- Ability to manage and prioritize tasks and projects
- Solid working knowledge of all relevant coding languages and security protocols
- Excellent analytical and problem-solving skills
- Team and service oriented
- Knowledge of the Episcopal Church is preferable
- Ability to communicate in Spanish is a plus
- Proficient in latest technology for IT systems and management.

**Education, Experience, and Licensing Requirements:**

- Bachelor's degree in information technology, information systems, computer science or related field (graduate degree a plus)
- Minimum five years' experience working in IT operations, including support, training and security
- Expert knowledge of Google Workspace
- Familiarity with ACS Technologies Suite (Realm and MissionInsite), Wordpress, LMS and CMS systems a plus
- Experience overseeing IT projects
- Experience in nonprofit and/or association work helpful
- Certifications and continuing education preferred

**Work Environment**

Church House is a century-old former residence with stairs and no elevator. Located on the grounds of Washington National Cathedral, it is subject to student, visitor, automobile and maintenance equipment noise. Church House is a dog-friendly workplace.

**Physical Requirements**

Ability to view and use computers, mobile phones and standard office equipment extensively. Work involves climbing stairs and lifting up to 20 pounds.

**To apply**, please send a letter of interest, resume and contact information for three professional references to [khall@edow.org](mailto:khall@edow.org). Review of applications begins August 12, 2022. Compensation package includes competitive salary, paid health, group life and disability, retirement plan plus generous paid leave.

*The Episcopal Diocese of Washington is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*