



Position Announcement

Job Details

Job Title: Information and Technology Strategies Manager
FLSA: Exempt
Position Type: Full-time
Reports To: Chief Financial and Operations Officer
Location: Denver, CO
Date Modified: May 2, 2017

Description

The American Indian College Fund is a growing organization supporting American Indian students in accessing higher education and completing their degrees being career ready. The College Fund accomplishes these objectives by raising and providing resources to American Indian students and tribal colleges and universities to support student success.

Information and technology supporting the College Fund's student success, research, and fundraising objectives are critical to our collective success.

The Information and Technology Strategies Manager will provide the strategic vision, leadership and oversee the design, implementation, maintenance, performance, availability and recoverability of all core systems for the American Indian College Fund (College Fund) to support the College Fund's short and long-term organizational goals.

Essential Job Functions

1. Continual Assessment and Improvement of IT systems
 - a. Utilize knowledge of organizational objectives; assess information technology and computer systems. Work with leadership across the organization to determine enhancements.
 - b. Develop and execute an IT strategic plan, including software updates and upgrades and hardware replacement and additions.
 - c. Responsible for project plans and co-ordination of project team. Provide regular updates on progress.
 - d. Develop and implement organization wide data security plans, policies, and procedures
 - e. Prepare annual budget and ensure cost effectiveness

2. Supports daily IT operations/needs
 - a. Provide supervision, training and mentoring to IT Services Coordinator
 - b. Ensure IT procedure manuals are maintained focusing on relevance and clarity for College Fund team members
 - c. Identify and maintain contracts and relationships with appropriate IT vendors
 - d. Develop and keep updated business continuity plan

3. Develop and implement College Fund's organizational IT training program
 4. Special projects as assigned by CF&OO
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Job Requirements

Competencies

- Self-starter must be able to handle multiple projects and tasks at the same time with minimal supervision.
- Strong Database knowledge
- Advanced knowledge of Microsoft Office tools
- Strong problem identification and solution skills, must be able to interpret and translate staff needs into IT solutions
- Strong relationship building and collaboration skills
- Demonstrated ability to manage IT vendor and consultant relationships
- Excellent interpersonal communication skills and ability to communicate technical information in layman terms
- Strong attention to detail

Education/ Experience

- Bachelor degree or IT Certification
- 7+ years IT management experience

Work Environment and Physical Activities

- Team environment that values innovation, initiative, accountability and a passion for our mission
 - Should be able to lift up to 50 pounds, such as computer equipment
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Note: The intent is not to provide an exhaustive list of all duties, responsibilities, or qualifications associated with this position. Incumbent may perform other duties as assigned.

To Apply:

Qualified applicants: please send a letter of interest, salary requirements and a current resume by email (with Word or PDF documents, combined in one attachment, and in the subject line, list your name and IT Manager), to Human Resources at applications@collegefund.org. All requested information and documents required. Open until filled.

The American Indian College Fund is an Equal Opportunity Employer