



Title: Information Technologies Director

Schedule: Regular, full-time

Department: Communications

FLSA: Exempt

Reports to: Senior Director-Communication & Technology

Ministry Function:

The Information Technologies Director has responsibility for all technology at Convoy of Hope. The Director develops new initiatives and strategic plans for the technology infrastructure, and leads the integration of its research into the organization. The Director works with the Senior Director Communications & Technology on budgeting and significant adoptions of technologies.

Essential Duties and Responsibilities:

<i>Time</i>	<i>Frequency</i>	<i>Description</i>
1. 30%	Ongoing	Support of the technology infrastructure. Program support, application administration, networking, telecommunications audio/video solutions, and helpdesk/desktop support.
2. 30%	Ongoing	Development of the direction of technology at COH. Understanding the needs of the organization and researching solutions. Responsible for leading the implementation of these projects.
3. 20%	Ongoing	Development of COH website(s). a. Primary Website b. Social network(s) c. Project micro sites.
4. 10%	Ongoing	Development of IT policies and procedures. a. Architecture of Technology b. Security and disaster recovery c. Purchasing and service provisions.
5. 10%	Ongoing	Other assignments/duties as assigned.

Required Knowledge, Skills, and Abilities:

1. At least 7-10+ years experience in an Information Technology position.
2. 5 years in Information Technology leadership building and managing a team required.
3. Bachelor's Degree in Information Technology field preferred.
4. Strong communications skills.
5. Strong background in information security and network administration required.
6. Project Management preferred.
7. Good analytical abilities in a network operations environment. The ability to analyze and problem solve individual computer problems along with network and server issues.
8. Ability to positively contribute to team projects and cooperate with other team members.
9. Ability to positively represent the ministry of Convoy of Hope, including its mission statement and core values, to all outside constituencies.
10. Preferred experience with: Active Directory, Windows 2008 Server, Windows 2003 Server, Windows XP, Windows 7, Mac OS X Server, Mac OS X 10.5, Mac OS X 10.6, Ubuntu Linux, VMWare 4, LeftHand Networks iSCSI SANs, Cisco Switching, Cisco Wireless, Cisco Security,

Adobe Photoshop, Adobe Dreamweaver, PHP Development with MySQL, and ProPresenter among others.

Supervisory Responsibilities:

This position directly supervises the Information Technologies Administrator.

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