

Director of Technology

The Director of Technology will develop, execute, support and evaluate a robust and comprehensive information technology system across a variety of platforms. The Director of Technology will report directly to Charity Newsies' Executive Director and will work in tandem with the Charity Newsies senior leadership team to ensure the successful implementation and monitoring of the application process and clothing distribution. This is a full-time position paid hourly with flexible hours at or around 30 hours per week. The position will be hybrid. The hourly rate will be \$40. Health insurance is included with an 80/20 split, with 80% covered by Charity Newsies.

Major Roles and Responsibilities

- Serve as part of Charity Newsies' senior leadership to oversee the Clothe-A-Child program
- Responsible for maintaining technology operations at Charity Newsies
- Plans for, establishes and maintains the Charity Newsies database systems and clothing assistance application processing platforms, which may include working knowledge of DonorPerfect, Constant Contact, Linux, Formidable and WordPress.
- Provides leadership in identifying hardware and software needs and purchases
- Maintain the data collection work of Charity Newsies
- Responsible for monthly reporting on program and organizational data and for providing data for grant proposals and reports to constituents, funders and the board
- Provides support and technical assistance to the senior leadership team with respect to projects pertaining to technology
- Thinks, communicates and behaves as a cause-driven leader and role model for other staff and members when it comes to desired staff behaviors
- Works closely with the Executive Director to stay abreast of new data requirements from funders
- Functions as primary database administrator
- Works with the Executive Director to write and communicate new policies for the Operating Procedure Manual around quality data practices.
- Standardizes quality file review and reporting to provide constructive and useful feedback
- Meets with the senior leadership team to discuss data and determine improvements
- Ensure the quality of data, compliance, assisting with user issues and providing reports.
- Collect, input, analyze and assure quality of data
- Participates in all funder audits and reports from a data perspective
- Maintain compliance for monthly, quarterly and annual reports as needed
- Analyzes data and provides a monthly dashboard to the senior leadership team and the board
- Oversees security of systems, networks and enterprise information and facilitates IT security audits or investigations
- Makes recommendations for improvement
- Assists with other duties as assigned by the Executive Director

Required Qualifications

- Professional experience working with diverse staff and a history of productive and dynamic team work;
- High level project management experience;

- Minimum of five (5) years of technology management and/or leadership experience;
- Comfort with online data management systems;
- Understanding of evaluation planning and implementation;
- Fluency and technical skills relating to data analysis, statistics and reporting;
- Experience coordinating projects with multiple constituencies;
- Ability to work both independently and cooperatively;
- Ability to organize work, set priorities and meet deadlines
- Fluency with budgets and fiscal planning;
- Experience in Linux preferred.