

JOB ANNOUNCEMENT

**MANAGER – INFORMATION TECHNOLOGY SERVICES**

**LAWYERS’ COMMITTEE FOR CIVIL RIGHTS UNDER LAW**

The Lawyers’ Committee for Civil Rights Under Law (the Lawyers’ Committee) invites applications for the position of Manager, Information Technology Services.

The Lawyers’ Committee is one of the nation’s leading private, non-profit national civil rights legal organizations, founded in 1963 by President John F. Kennedy to involve the private bar in the representation of victims of racial, national origin, and gender discrimination.

OVERVIEW The Manager, Information Technology Services is responsible for management and oversight of the Lawyers’ Committee technology infrastructure to ensure optimal IT services for the Lawyers’ Committee. This full-time position will provide key technology subject matter expertise and will focus on finding innovative technology solutions to help meet the Lawyers’ Committee’s strategic goals. The Manager, Information Technology Services will also define best practices around security, policies, and emerging technology. The ideal candidate will possess excellent project management skills, work comfortably with a diverse pool of staff members, and be able to manage a hybrid cloud and traditional on premise environment in the context of the Lawyers’ Committee’s organizational privacy and security needs. **Please note: the Manager, Information Technology Services is the sole employee in the IT department and does not manage other staff. The position is a hands-on position that requires network administration and systems integration experience.**

ROLES AND RESPONSIBILITIES

* Ensure the Lawyers’ Committee’s technological infrastructure performs efficiently and effectively to meet the day to day and long term strategic needs of the organization.
* Ensure the Lawyers’ Committee has the right combination of on-site and cloud based technologies to meet with organization’s business needs.
* Manage IT security and risk assessment, standards, and practices across the organization.
* Advise senior staff members on emerging trends in information technology as it relates to the Lawyers’ Committee’s goals.
* Provide a high standard of end user support to staff.
* Identify user needs and define technology objectives.
* Assure technology aligns with the Lawyers’ Committee’s goals for growth, donor acquisition, and communication, marketing and information-sharing strategies.
* Lead infrastructure planning, assess hardware and software needs, and work with vendors to build technology infrastructure for new office location
* Identify opportunities across the organization to consolidate technologies, improve processes and execute cost controls.
* Develop project implementation and management programs with quantifiable objectives to measure results.
* Advise on overall technology management roadmap in collaboration with all key stakeholders in the office.

EXPERIENCE AND QUALIFICATIONS

* In-depth experience managing complex IT systems
* Deep technical knowledge of Active Directory, Office 365, Windows Server 2008/2012, virtualization, DMS, Cloud and Mobile technologies.
* Experience in IT security, risk, privacy, compliance and security architecture.
* Able to promote best practices and execute security around Cloud and outsourced IT systems.
* Experience with all aspects of multi-site network support (LAN, WAN technologies).
* Exposure to VOIP technology and experience with AV systems.
* Ability to define accessibility requirements, best practices and procedures applicable to organizations with donors, customers and constituents.
* Solid understanding of current technology tools and platforms, including those applicable in the non-profit sector.
* Ability to work effectively with staff members and external stakeholders in a diverse environment.
* Demonstrated interest in the mission and goals of the Lawyers’ Committee.
* Outstanding initiative and exceptional ability to build and maintain strong relationships and teams
* Excellent organizational, communication and decision-making skills.
* Excellent problem solving and project management skills.
* Bachelor’s degree.
* Knowledge of fundraising/marketing applications such as CiviCRM is preferred.

**To Apply:**  Please submit a letter of interest and resume with the Subject Line INFORMATION TECHNOLOGY to <https://podio.com/webforms/17612720/1183955> No phone calls will be accepted.

Applications will be considered on a rolling basis. The position is available immediately and will remain open until filled. Salary and benefits are competitive for a nonprofit legal organization.

The Lawyers’ Committee is an equal opportunity employer with a standing policy of nondiscrimination. All qualified persons are accorded an equal opportunity for selection without regard to actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, or political affiliation.