Job Title: Information Technology Director
The Oklahoma City Community Foundation is seeking an information technology director who is a self-starter and a champion of technology. The IT director will implement, manage and direct all aspects of information technology services to include office hardware, software, security, telephony and all computer and server applications. Functioning as the primary IT support for the Foundation, the IT director facilitates communications; supports project management; proactively monitors, troubleshoots and supports daily activities of the Foundation and its affiliates locally and remotely. In addition, the IT director is responsible for developing and maintaining a business continuity and disaster recovery plan for all Foundation functions and operations. Reporting to the vice president of administration, the IT director will work with all departments to ensure a smooth operation and delivery of services to our community and donor base.

Hours are Monday through Friday, 8 a.m.-5 p.m.

About the Oklahoma City Community Foundation: Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at www.occf.org.

Responsibilities:
• Plan, organize and direct the day-to-day technology needs of the organization
• Maintain and support all hardware and software for networks, servers & computers
• Installation and repair of networks as needed
• Implement and maintain IT Security including data management and cybersecurity
• Oversee all telecommunications functions for the Foundation, including IP Phone system and remote access needs
• Recommend and establish technical policies to support ongoing business needs
• Develop and maintain an effective Business Continuity and Disaster Recovery Plan
• Troubleshooting and maintenance of audio and video equipment
• Develop technical training guides and provide staff training as needed

Qualifications & Skills:
• Bachelor’s degree in information technology or related field
• Five (5) years of experience in managing servers and data processing applications
• Computer programming background is a plus
• Knowledge of technical operation of computer hardware and application
• High level of innovation with the ability to engage in forward thinking in all areas of technology
• Teamwork – Exhibit excellent teamwork qualities
• Technical Foundation – Possess strong breadth of experience in design and execution
• Excellent Interpersonal skills with the ability to build a good rapport with vendors and other outside relations
• Personal development - Strong desire to acquire new skills and learn new technologies
• Ability to simplify work activities through the application of technology while improving operations
• Strong analytic, logic and management skills
• Demonstrated initiative and self-direction
Working Conditions & Physical Demands

- Prolonged periods of sitting and some standing
- Utilization of fine motor skills
- Ability to lift, carry and move objects up to 30 lbs.
- After-hours or weekends may be required for system upgrades, etc.

**Seniority Level:** Mid-senior level  
**Industry:** Nonprofit organization management  
**Employment Type:** Full-time  
**Compensation:** Competitive compensation package

To apply, please send a cover letter, resume and three references with job title in the subject line to resume@occf.org by August 31, 2020.