



## Director of Information Technology Job Description

**The Center for Civic Education** (Center) is among the nation's leading civic and constitutional education organizations. For over 50 years, the Center has provided a civic and constitutional education to millions of people both domestically and abroad, seeking to create an enlightened citizenry through active learning programming grounded in history and civics fundamentals. Our programs and initiatives increase an understanding of the principles, values, institutions, and history of constitutional democracy among teachers, students, and the general public. Under new leadership, the Center is pursuing an ambitious path of visionary expansion to advance the entire civic and constitutional education field in this critical moment and the decades to come.

### Job Summary:

Reporting to the Vice President & Chief Operating Financial Officer (COFO), the Director of Information Technology is responsible for all IT operations of the Center for Civic Education. As the head of the Center's information technology, the Director of Information Technology is critical to implementation of the Center's organization-wide strategic goals and objectives, playing a leadership role in ensuring the Center has the technological and digital tools and capacities necessary to meet a wide array of stakeholders' needs. The Director of Information Technology will work with colleagues across functions to implement and track high-priority programmatic and operational strategies, goals, and objectives, and is responsible for ensuring all information and technical operations continuously support the Center's ongoing success, innovation, and growth. This position ensures that effective information system controls and standards are in place and followed, which is critical to the successful implementation of the Center's new strategic vision.

### Duties:

- **Departmental Leadership** - Provide leadership for the Center's information, technical, and business operations, as well as plans for change implementation and tracking progress toward goals. Collaborate across functions to support the Center's mission and the execution of its strategic vision.
- **Information Systems Administration** - Serve as internal consultant and support to staff, and other key stakeholders on all technology matters, making recommendations and suggesting proactive strategies to keep the Center on track. Provide leadership in day-to-day IT administration and operation, ensuring the integrity, effectiveness, and efficiency of the information functions. Direct and manage all activities related to information systems including equipment, design, setup, implementation, security, maintenance, and backups. Manage Google Suite workspace.
- **Database Administration and Management of Data** - Manage the Center's database system and data. Functions include designing, developing, and maintaining the database and managing integration with third-party and/or external applications. Design and generate accurate data reports to guide the Center's planning, decision making, and reporting.
- **Website Administration** – Establish, maintain, and manage Center websites and servers, including content management systems, e-learning and e-publishing platforms, LMS Management, e-commerce, and custom solutions. Regularly and proactively update sites and systems to improve functionality, user experience, security, backups, integrations, and search engine optimization.
- **Email Marketing** – Working with the Director of Publishing, Sr. Director of Marketing & Communications and Sr. Director of Advancement, to facilitate the production and sending of all mass emails through Mail Chimp. Manage mailing lists and message design for proper display across a wide range of email clients. Manage the email reputation of the Center with the various mail reporting agencies.
- **Manage IT Vendors and Procurements** - Establish and manage relationships with IT Vendors including SaS, cloud deployments and Salesforce. Responsible for the review, recommendations, and procurement of all IT expenditures.



- **Event Technology and On-Site Technical Support** – Provide technical support for the Center’s in-person convenings, conferences, and events. Manage and operate audiovisual systems, live streaming platforms, presentation technology, and event connectivity to ensure smooth delivery of programs. Coordinate setup, testing, troubleshooting, and post-event system review to maintain high-quality production standards.
- Additional duties and responsibilities as requested.

**Qualifications, Experience, and Skills:**

- A degree in management information systems, computer science, or a related field required.
- Minimum 7 years’ experience in Information systems and leadership in a non-profit organization.
- Minimum 5 years’ experience as a database administrator, including MS SQL and MySQL database servers and Structured Query Language.
- Comprehensive knowledge of all aspects of an IT department, databases, server administration, web development, and programming.
- Knowledge of not-for-profit operations and management in civic education or related fields is a plus.
- Demonstrated analytical skills, impartial judgment, and problem-solving skills which support and enable sound decision-making.
- Experience with Cloud deployments and maintenance.
- Familiarity with web technologies such as apache, html, javascript, php or similar.
- Excellent written and verbal communication skills.
- Ability to handle multiple projects and responsibilities while maintaining careful attention to detail and accuracy.
- Demonstrated ability to work independently and as a member of a team, ability to take initiative, prioritize tasks, meet deadlines.
- Highly organized and detail oriented.
- Fluent with a wide range of digital technologies, including but not limited to financial accounting software, database management systems, Microsoft suite, Google suite, and other critical tools to support the mission of the organization.

**Terms of Employment:**

This is a full-time, salaried position. Occasional weekend and evening work and travel may be required. The Center operates under a hybrid/remote, flexible work status that is subject to change. The Center for Civic Education is an at-will employer. This means that either the Center or the employee may terminate employment at any time, with or without cause or prior notice. This status cannot be changed except in writing signed by the President.

The Center for Civic Education is proud to be an Equal Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, sexual expression, age, status as a protected veteran, status as an individual with a disability, or any other legally protected characteristics.

**Salary:**

The starting salary range for this position starts at \$100,000 and commensurate with education and experience. Pay periods are semi-monthly. The Center offers a very competitive benefits package, including a generous retirement plan, optional additional retirement plan, medical and dental insurance, vacation time, sick leave, paid holidays, and additional optional benefits.

**To Apply:** For consideration, send a cover letter and resume to [careers@civiced.org](mailto:careers@civiced.org) Please reference the job title in the subject line.