

# HOUSTON ENDOWMENT

## JOB DESCRIPTION

**JOB TITLE:** Director of Information Technology

**REPORTS TO:** Vice President for Finance

### POSITION SUMMARY

Houston Endowment Inc. (the “Foundation”) seeks an experienced Information Technology (“IT”) to join our team to oversee planning, organizing and execution of all IT functions. This role will direct all IT operations, the support and maintenance of existing applications and the development of new technical solutions.

### KEY RESPONSIBILITIES

- **Collaborative Leadership:** Serves as an advisor and partner to senior leadership and the organization regarding all matters related to IT and provides strategic thinking and recommendations on enterprise-wide technology and expansion needs. Responsible for overall strategic direction, guidance and oversight of short and long-range enterprise-wide IT plans. Participates in strategy development, planning and decision-making, and provides appropriate communication and support. Represents the IT function at internal meetings when appropriate. Directs and prioritizes the work load of IT function (and possible future team members).
- **IT Operations:** Responsible for improving the efficiency and effectiveness of all information-related tasks and workflows within the organization using technology. Ensures the consistency and maintainability of existing applications by creating and maintaining standards/procedures for implementing technical solutions. Approves all business requirements prior to the technical solution. Recommends new systems and procedures where needed. Installs or contracts with vendors to install: microcomputers, software, and peripheral equipment, following procedures and instructions.
- **Internal User Support:** Assists users to resolve computer related problems, such as inoperative hardware or software. Ensures employees are trained in use of Foundation software or hardware and recommends vendors for more extensive training.
- **Internal IT Consulting:** Serves as the in-house consultant, researching alternate approaches to existing software and hardware when standardized approaches cannot be applied. Analyzes complex business needs presented by the user community and/or clients and recommends technical solutions. Advises on technical issues such as websites, internet service providers, application service providers and phone systems.
- **IT Security:** Assures processes and procedures are in place and followed so that Foundation data is available, reliable and secure.
- **Relationship Management:** Participates on all hardware and software evaluations and maintains vendor contracts. Evaluates vendor supplied software packages and upgrades to determine compatibility with existing systems, ease of use and if software meets user needs. Oversees external vendor relationships.

### DESIRED QUALIFICATIONS

We seek a team member with experience in a relevant professional capacity who is enthusiastic about supporting HEI in achieving its mission. The successful candidate will have a proven track record of success in working collaboratively with multiple internal and external teams and constituents. Moreover, the candidate must have the aptitude to engage in projects, systems, and processes through multiple lifecycles and iterations. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment.

Specifically, the successful candidate will possess:

- A Bachelor’s degree in a related field.
- A minimum of ten years of progressively responsible related work experience that demonstrates a track record of success in managing an information technology function with multiple stakeholders, meeting deadlines and assuring timely execution of deliverables.

- Demonstrated strong technical experience with network administration and design and the most current technologies and products used in the industry.
- A successful track record leading a team, creating a shared purpose, setting goals, facilitating goal accomplishment, coaching and developing others and modeling effective leadership.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to various audiences.
- Ability to switch between strategic and practical thinking.
- Experience working with a variety of internal and external stakeholders.
- Familiarity with the nonprofit, philanthropic or foundation sector a plus.

## KEY ATTRIBUTES AND COMPETENCIES

The successful candidate will demonstrate:

- Strong business acumen, strategic thinking and ability to prioritize projects, meet deadlines and support others in doing the same.
- Appreciation for colleagues and the important role of others in the Foundation's mission and daily operations. Demonstrated ability to effectively participate in a multidisciplinary team environment.
- Ability to thrive and adapt in an environment of growth and change.
- Respect for diversity, equity and inclusion.
- Passion for improving quality of life for the people of greater Houston.
- Proactive approach to issue identification and resolution.
- Orientation as a team player who strives to understand and deliver excellent customer service to internal and external stakeholders.
- Excellent judgment, integrity and commitment to personal responsibility and accountability.

## COMPENSATION

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in the Foundation's comprehensive employee benefits programs, including health, dental and vision plans, time off, and matching 401(k) and pension retirement plans.

## TO APPLY

Send resume and cover letter to [employment@houstonendowment.org](mailto:employment@houstonendowment.org). We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.