

EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

TITLE: Vice President, Data & Technology

REPORTS TO: Chief Operating Officer

DEPARTMENT: Information Technology

DIVISION: Operations

LOCATION: USA, East Coast (Boston-NYC-Baltimore-WDC areas) preferred

STATUS: Exempt

EFFECTIVE DATE: 3/6/2024

PRIMARY FUNCTION/PURPOSE: The Vice President, Data & Technology, reporting to the Chief Operating Officer (COO), is responsible for the overall strategy and execution of all data and technology related activities at the organization, in support of Episcopal Relief & Development's core values and strategic goals. This role will be accountable for developing an overall enterprise data architecture, taking into account the current and future needs of the organization; mapping current systems to this data architecture; and creating a plan for an improved systems strategy to better support the organization's data needs in the future.

In addition to the data specific work, this role will also oversee the IT function that supports the organization's basic technology needs, including Helpdesk, basic application management and support, cybersecurity, and other related activities. As the senior-most technology leader, this role will represent technology to the Senior Leadership, and ensure that that group is appropriately involved in and aware of all key activities. As part of that effort, this role will own the IT and Data Governance functions, which includes maintaining an active project portfolio.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Data:

- Accountable for development and execution of digital transformation strategy.
- Lead all data and technology related activities.
- Develop enterprise-wide data architecture that optimizes organization's use of cloud-based platforms and improves systems interoperability.
- Establish and manage data governance procedures.
- Establish data protection protocols and oversee security of all information and computer systems and digital data.
- Oversee staff training on data protection protocols and ensure compliance across the organization.
- Ensure that key business systems are fit for purpose and optimally managed and supported.
- Collaborate with key data managers across the organization to understand current data systems and improve data access and usability.

- Develop and track metrics to measure the value and business impact of infrastructure and systems improvements.

Technology:

- Oversee IT function and related activities.
- Ensure compliance with IT policies and procedures.
- Analyze business requirements of all departments to understand their technology needs.
- Accountable for security of information systems, communications, equipment and organizational data and information
- Provide leadership, mentorship and professional development to Director, IT.

Leadership:

- Serve as part of the Senior Leadership team.
- Work with cross-functional partners to set and implement digital strategy.
- Lead change management processes related to digital transformation initiatives.

SUPERVISORY REQUIREMENTS:

- Supervise and mentor Director, IT.
- Engage and oversee key deliverables of consultants and vendors.

EDUCATION:

- Master's Degree in technology, business or data-related field preferred and/or equivalent education and/or experience.

EXPERIENCE:

- A minimum of ten (10) years of experience in the technology field, including five (5) years of department management and supervisory experience.
- Familiarity with nonprofit organizations; experience with relief and development NGOs preferred.
- Background in data architecture.
- Strong technical and leadership skills.
- Familiarity with data mapping and/or visualization tools.
- Experience with vendor management.

RELATED SKILLS:

- Demonstrated experience and deep familiarity with both traditional nonprofit systems like finance, fundraising, and marketing, as well as the specific systems employed by an international NGO, including grants management and Monitoring, Evaluation, and Learning (MEL) functions.
- Proven experience with developing and executing organizational data strategies.
- Solid working knowledge of data security best practices.
- Ability to lead and collaborate effectively with cross-functional teams.
- Experience leading change management and organizational transformation.
- Strong management and leadership skills.
- Comfort with some organizational ambiguity during change.
- Strong communication skills, both written and oral.
- Excellent interpersonal and organizational skills.
- Strategic and creative problem solver.
- Enjoys building and supporting a collegial and inclusive work culture.
- Comfortable working in a faith-based environment.
- Passionate about Episcopal Relief & Development's mission and impact.
- Commitment to organizational values and cultural diversity, equity and inclusion efforts in the workplace.

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.

Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All employment practices will be administered without regard to an individual's actual or perceived protected characteristic(s) - race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.

Episcopal Relief & Development offers reasonable accommodations for individuals with disabilities. You may request accommodation at any time.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

SALARY & BENEFITS:

Annual salary range of \$\$190,000-195,000

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Vice President, Data & Technology" For more information, visit our website at www.episcopalrelief.org.

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