

## EPISCOPAL RELIEF & DEVELOPMENT JOB DESCRIPTION

**TITLE:** Director of Software Architecture  
**REPORTS TO:** Vice President of Data and Technology  
**DEPARTMENT:** Data & Technology  
**DIVISION:** Operations  
**LOCATION:** Remote with preference in New York area or Washington, D.C area. (East Coast)  
**FLSA STATUS:** Exempt  
**EFFECTIVE DATE:** 02/01/2025

### STATEMENT OF VISION FOR THE ROLE:

The Director of Software Architecture plays a catalytic role in Episcopal Relief & Development's 10-year Strategic Plan and digital transformation. This leader is responsible for modernizing the organization's technology infrastructure, establishing scalable systems, and ensuring technical solutions effectively support the organization's global humanitarian mission.

Working strategically with key internal stakeholders across Program, Advancement, Finance, and External Relations departments, the Director of Software Architecture will design and implement robust, secure, and mission-aligned technology solutions. This position will establish architectural standards and governance frameworks that enable the organization to leverage data effectively, integrate systems seamlessly, and scale operations to meet growing demand for humanitarian relief and development services.

### PRIMARY FUNCTION/PURPOSE:

The Director of Software Architecture is a critically important technical leadership role at Episcopal Relief & Development, responsible for establishing the architectural foundation that enables long-term organizational effectiveness and mission impact. Reporting directly to the Vice President of Data and Technology, the Director works closely with technology team members, department leaders, and serves as the primary technical advisor on system design and integration decisions. They are responsible for ensuring all technical solutions align with organizational strategy, security requirements, and operational needs while maintaining scalability and cost-effectiveness.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

A successful Director of Software Architecture will develop and maintain a comprehensive technology architecture that supports Episcopal Relief & Development's humanitarian operations, donor management, financial systems, and program delivery. They will establish architectural standards, governance frameworks, and integration patterns that enable the organization to leverage both cloud-based and on-premise systems effectively.

### **Technical Leadership and Strategy**

- Develop, implement, and continually refine a multi-year technology architecture roadmap aligned with the organization's strategic plan and digital transformation initiatives.
- Acts as the primary technical advisor to leadership on architectural decisions, technology selection, and system integration. Lead architectural review processes for major technology initiatives, providing guidance on design patterns, integration approaches, and technical standards.
- Stay current on emerging technologies, architectural patterns, and best practices within the nonprofit technology and humanitarian sectors.
- Mentor and develop technical staff, fostering a culture of architectural thinking and technical excellence across the technology team.

### **Architecture and Systems Design**

- Design and documents a comprehensive enterprise architecture covering applications, data, infrastructure, and integration layers that support organizational operations. Ensuring consistency, security and maintainability across all systems.
- Lead the design and implementation of data platforms and analytics infrastructure, including data warehousing solutions (such as Civi Analytics), ETL processes, and business intelligence tools.
- Architect and implement complex software integrations connecting critical business systems including donor management platforms, financial systems, program management tools, email marketing platforms, and external partner systems.
- Oversees the technical configuration of CRM and donor management systems to support fundraising and advancement operations.
- Design and implement bi-directional data synchronization solutions between CRM systems, financial platforms, marketing automation tools, and data warehouses using APIs, middleware platforms, and ETL processes.
- Design cloud architecture and migration strategies that optimize cost, performance, and security while supporting organizational scalability requirements.
- Develop API strategies and microservices architectures that enable system interoperability and support future technology flexibility.

### **Governance and Standards**

- Defines architectural standards, design patterns, and governance frameworks to ensure system consistency and maintainability
- Partner with IT leadership to ensure architectural decisions support zero trust security principles, data protection requirements, and compliance obligations.
- Evaluate and recommend technology platforms, tools, and vendors based on architectural fit, total cost of ownership, and alignment with organizational strategy.
- Lead technology assessment and due diligence processes for major system implementations, replacements, or acquisitions.

### **Stakeholder Engagement and Project Delivery**

- Lead architecture workstreams for major technology initiatives including data warehouse implementations, system integrations, and platform migrations.



- Translate complex technical concepts into clear, accessible language for non-technical stakeholders including senior leadership, board members, and program staff.
- Present architectural recommendations and technology roadmaps to leadership, providing clear rationale that connects technical decisions to mission impact by actively engaging with department leaders to understand business requirements and translate them into scalable technical solutions.
- Serve as technical advisor to project teams, providing architectural guidance and reviewing technical designs throughout project lifecycles and participate in vendor selection processes, evaluating technical proposals, and ensuring vendor solutions align with organizational architecture and standards.

#### **SUPERVISORY REQUIREMENTS:**

- This position may provide technical leadership and mentorship to development staff and contractors but does not have direct supervisory responsibilities. May serve as technical lead on project teams.

#### **EDUCATION:**

- Bachelor's Degree in Computer Science, Information Systems, Software Engineering, or related technical field. Master's degree preferred.

#### **EXPERIENCE:**

- A minimum of eight (8) years of experience in software development, systems integration, or technology architecture roles.
- A minimum of five (5) years of experience designing and implementing enterprise-scale technology solutions, including cloud platforms, data systems, and integration architectures.
- Demonstrated hands-on experience configuring and customizing donor management and CRM systems, particularly Raiser's Edge NXT, Salesforce, or similar nonprofit platforms.
- Proven experience implementing complex software integrations between business applications using REST/SOAP APIs, middleware platforms (Dell Boomi, MuleSoft, Workato, Zapier), ETL tools, and custom integration solutions.
- Experience with data synchronization patterns, master data management, and ensuring data consistency across integrated systems.
- Demonstrated experience with modern architecture patterns including microservices, API design, cloud-native applications, and data platform architectures.
- Proven experience leading technical initiatives from conception through implementation, including architecture design, vendor evaluation, and delivery oversight.

#### **RELATED SKILLS:**

- Expert knowledge of enterprise architecture frameworks, design patterns, and best practices for building scalable, secure, and maintainable systems.
- Strong technical expertise across multiple domains including cloud platforms (Azure, AWS), database systems (SQL, NoSQL), integration technologies (APIs, ETL), and modern development frameworks.

- Deep expertise in API patterns (REST, SOAP, GraphQL, webhooks) and integration platforms such as Boomi, MuleSoft, Workato, or Power Automate.
- Experience with integration platforms and middleware solutions such as Dell Boomi, MuleSoft, Workato, Zapier, or Microsoft Power Automate for orchestrating complex data flows.
- Advanced skills in data warehousing, ETL processes, and business intelligence platforms to ensure data quality and actionable insights.
- Strong understanding of CRM data models, constituent relationship management, gift processing workflows, campaign tracking, and fundraising operations to inform system configuration decisions.
- Proven ability to create architecture diagrams, integration specifications, and decision frameworks that align technical and non-technical stakeholders.
- A systems thinker with strong analytical skills to understand organizational workflows, identify integration opportunities, and design holistic solutions.
- Proven experience creating technical documentation, architecture diagrams, integration specifications, data flow documentation, and decision frameworks that enable organizational understanding and alignment.
- Flexible and adaptable style; comfortable working at both strategic and tactical levels, from high-level architecture planning to hands-on technical problem-solving.
- A self-starter who takes initiative, identifies opportunities for improvement, and drives solutions forward independently. Balancing competing priorities, make pragmatic technical trade-offs, and deliver solutions that meet both immediate needs and long-term objectives.
- Strong organizational skills and exceptional attention to detail in documentation, technical specifications, and architecture artifacts.
- High energy and passion for leveraging technology to advance humanitarian missions and create positive social impact.
- Comfortable working in a faith-based environment and understanding how to align technical decisions with organizational values.

#### **OTHER REQUIREMENTS:**

May be required to work flexible hours including occasional evenings and weekends to support critical system implementations or incident response. Limited travel may be required for vendor meetings, conferences, or team collaboration sessions.

#### **SALARY & BENEFITS:**

- Annual salary range of \$135,000-\$145,000 per year
- Competitive, comprehensive benefits package offered

#### **HOW TO APPLY:**

- To be considered for the Director of Software Architecture position, please email your resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Director of Software Architecture".
- Applications missing either a resume or a cover letter will not be considered.
- For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org)



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*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.*