



Title: IT Director

Reports to: Vice President, Finance

Employment Type: Full-time, Salaried (exempt from overtime)

Anticipated Start Date: February 15, 2022

Population Media Center (PMC) is looking for an experienced IT Director to join the Finance and Administration team to professionalize our in-house management of information technology.

The Director of IT will lead and have oversight of all IT decisions for the organization. In this role, you will evaluate PMC's current IT infrastructure and work closely with Executive Leadership to clearly outline a plan and define goals to ensure that our organization's IT strategy is contributing to its mission.

PMC's current IT environment - in support of a widely dispersed work force - includes cloud-based identity management and file storage, Office 365 productivity suite including SharePoint intranet, accounting, customer relationship management, electronic payment, and research data warehouse systems. PMC works with a third-party IT management service provider.

Who You Are:

- You have knowledge of and experience with current IT technology and best practices.
- You are experienced in creating and implementing IT policies and systems to meet current and emerging business objectives.
- You are highly organized, disciplined in organizing your work assignments, and able to multi-task in response to evolving work requirements.
- You can read, analyze, and interpret complex documents and respond effectively to both routine and sensitive inquiries.
- You have demonstrated ability to define problems, collect data, establish facts, and draw valid conclusions.
- You can write reports, business correspondence, and procedure manuals.

Key Responsibilities (include but are not limited to)

Systems & Security

- Maintain stability and security of PMC's primary data systems, including but not limited to the cloud-based identity management and file storage, Office 365, accounting, customer relationship management, electronic payment, and research data warehouse systems
- Implement best-practice security protocols for work-at-home, field office, and public workplaces

Managed Services Provider

- Monitor/facilitate the performance of PMC's contracted managed services provider (MSP)
- Negotiate individual MSP project contracts and managed services contract renewal

Hardware/Software

- Maintain inventory of authorized Office 335 accounts
- Maintain computer equipment inventory
- Manage equipment maintenance/upgrade/procurement process
- Establish management plan for miscellaneous software applications (Zoom, Adobe, etc.)
- Established evaluation/selection/procurement/implementation plan for new systems

User Training

- Maintain relevant curriculum for onboarding new staff and other authorized users into PMC IT environment and core productivity systems

Strategy & Budget

- Triage existing 3rd party prepared situation analysis reports and prioritize suggested remediation steps
- Facilitate evaluation of and procurement of new or replacement systems currently under consideration: human resources information system (HRIS), international programs project management system, file sharing / collaboration system
- Prepare annual IT operating and capital budgets

Policies & Procedures

- Establish/update and enforce IT policies & procedures including, but not limited to Data Retention, Acceptable Use, Work-from-home security, Field Office security, Procurement and Disposal

Internet & Telecom

- Manage ISP vendor relationship
- Manage migration of telecommunication system to next generation solution

Other

- Maintain knowledge of technology trends and best practices
- Participate in various PMC committees

Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, or other computer technology related field preferred
- Relevant certifications and demonstrated history of continuing education required
- At least 5 years relevant experience required
- Thorough understanding of computer systems (hardware/software), networks, data management & security, and desktop support
- Experience managing relationships with MSP and other IT vendors and consultants required
- Experience with strategic planning and controlling an IT budget preferred
- Experience working with distributed teams preferred

Location:

- PMC HQ is based in South Burlington, Vermont, but this position is suitable for remote work. Limited domestic travel may be required.

- Work hours will depend on the need to participate in PMC meetings and activities, in the U.S. and internationally.

Who We Are:

Founded in 1998, Population Media Center uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV, and the web in more than twenty unique languages, helping more than five hundred million people live healthier lives.

Why Work for Us:

If you are looking for a place where you will feel welcome and appreciated, Population Media Center (PMC) is that place. Our tight-knit teams are empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, social, economic, and social justice challenges. PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

PMC is especially interested in hiring individuals who can contribute to our diversity and further the achievement of our Vision: *A Sustainable Planet with Equal Rights for All*. Applicants are encouraged to share in their cover letter what they can offer to helping us achieve and maintain this goal.

How to Apply:

Submit cover letter and resume to taylor@tuckconsultinggroup.com. Review of applications and interviewing to begin immediately and continue until the position has been filled.