

Staff Position Description

Job Title: Information Technology (IT) Manager

Location: Fully Remote

Employment Type: Full-Time, Exempt

Salary: \$115,000 - \$118,500 commensurate with experience

Benefits: Comprehensive benefits package including Health, Vision, Dental, Long-Term Disability, Retirement, and Paid Time Off in line with our Personnel Policies

Reporting To: Senior VP of Operations

About Conservation Legacy: Conservation Legacy is a nationally recognized non-profit dedicated to supporting a variety of local Corps programs across the United States. Our mission is to engage future leaders who protect, restore, and enhance our nation's lands through community-based service. We are committed to creating a world with healthy lands, air, and water, thriving people, and resilient communities.

Job Overview: As the Information Technology Manager, you will be at the forefront of managing and enhancing our technological framework to support Conservation Legacy's mission. This role requires strategic oversight, development, and continuous improvement of our IT infrastructure, systems, and security measures to meet both programmatic and organizational needs. The role requires a combination of technical expertise, business analysis, project management, and the ability to collaborate and effectively communicate with staff in a federated model.

Key Responsibilities:

- **Strategic IT Leadership and System Management:**
 - Keep technology policies and organizational use standards up to date with modern trends and in line with organizational goals.
 - Lead the development and integration of IT systems to reduce duplication of duties and ensure compliance.
 - Manage key systems including Microsoft 365 and Salesforce, driving their development and adoption.
 - Oversee system evaluations for functions such as HR, Finance, and Operations aiming for optimal integration or replacement.

- **Cybersecurity and Data Management:**
 - Ensure the security of IT systems, manage cybersecurity measures, and oversee third-party technology relationships.
 - Oversee the connectivity of systems and increase opportunities for consistency, efficiency, efficacy, and automation.
 - Develop and enforce data integrity and backup systems to protect organizational data.

- **Project Management and Analysis:**
 - Collaborate across departments to align technology with business needs, managing technology projects to successful outcomes.
 - Provide ongoing analysis and enhancements to the technological tools and systems.
 - Solicit, engage, and manage consultants to help with the development and implementation of new systems or advanced system functionality as needed.
- **Team Leadership and Development:**
 - Supervise and mentor IT staff, including an IT Technician, Salesforce Administrator, and Business Analyst.
 - Foster a collaborative and inclusive team environment, supporting diverse populations within the organization.
 - Strategize methods and implement trainings for increased use adoption of new technology and systems.

Required Qualifications:

- Bachelor’s Degree in Information Technology, Computer Science, Information Systems, or related field with 5+ years of relevant experience, or 10+ years of experience in a similar role.
- Proficiency in Microsoft 365 and experience managing a customized Salesforce instance.
- Demonstrated experience with cybersecurity frameworks, particularly NIST CSF.
- Strong project management skills with a proven track record in system implementation and integration.
- Excellent communication skills and ability to manage a remote team effectively.

Preferred Qualifications:

- Experience with Microsoft Exchange, SharePoint, Microsoft Intune, Azure, and other related systems.
- Familiarity with business intelligence tools such as Power BI.
- Salesforce Certified Administrator and experience with Nonprofit Success Pack (NPSP).

Apply Now: Join us in our mission to create resilient communities through innovative technology management. If you are a strategic thinker with a passion for technology and conservation, we encourage you to apply for this pivotal position at Conservation Legacy.

1. Send Cover letter and resume to Vanessa Morrison: vmorrison@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes “Applicant - (Your Name)”.

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.