**South Carolina Baptist Convention**

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| Job Title | *Director of Information Technology* |
| Reports to | *Chief Operations Officer* |
| Status | **🞏 Exempt** 🞏 Non-Exempt 🞏 Full-Time 🞏 Part-Time (check one) |

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| Job Purpose |

* *The Director of Information Technology leads and directs the SC Baptist information technology (IT) operations, ensuring efficient and effective technical support and service.*

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| Duties and Purpose |

* Strategically sets team goals and priorities in alignment with and toward accomplishment of organizational objectives
* Oversees Information Technology staff and contractor relations to maximize accomplishment of these organizational objectives
* Leads team in assessing organizational needs and best practices in stewarding technology tools and resources
* Leads team development initiatives in service and skills necessary for organizational excellence
* Leads in overseeing data entry processes related to CRM functions
* Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss
* Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure
* Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs
* Oversees security of systems, networks, and enterprise information including IT security audits or investigations
* Develops and maintains relationships with external IT vendors and service providers
* Works with leadership and third-party support to design an implement a CRM that meets the needs of our organization
* Performs other related duties as assigned.

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| Qualifications |

* Bachelor’s degree in Computer Science or related field required
* At least five years of experience managing an IT department or evident readiness to do so.
* Excellent verbal and written communication skills.
* Proficient in latest technology for IT systems and management.
* SQL experience would be beneficial.
* Excellent organizational skills and attention to detail.
* Excellent analytical and management skills.
* Excellent interpersonal skills and team leadership experience
* Thorough understanding of IT and practical applications to support the organization’s goals.
* Must be a member or willing to become a member of a South Carolina Baptist Church.

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| Working Conditions |

*This position will require some travel in state.*

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| Physical Requirements |

While performing the duties of this job the employee is (note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

* frequently required to stand, walk, sit, bend, stoop, kneel, talk, hear, drive and ride.
* frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds.
* required to use hands and fingers to feel, handle or operate objects, tools, or controls; and to reach with hands and arms.
* required to have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* required to have a valid driver’s license, a safe driving record, and proof of automobile insurance.
* available to travel overnight occasionally to fulfill job responsibilities.
* able to use reasoning ability to carry out written and oral instructions and to deal with work-related problems in a variety of situations.

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| Direct Reports |

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| Approved by: | *Signature of the person with the authority to approve the job description* |
| Date Approved: | *Date upon which the job description was approved* |
| Reviewed: | *Date when the job description was last reviewed* |

*Ideally, a job description should be reviewed annually and updated as often as necessary.*

*Revised 12/14/2023 Bryant Sims*