

IT Manager

<p>Classification Full Time, Exempt</p> <p>Funding Deputized Fundraising</p> <p>Reports To: COO</p> <p>Manages: IT Specialist</p> <p>Date: Upon hire</p>	<p>Signatures This job description has been approved by all levels of management</p> <p>Manager _____</p> <p>HR _____</p> <p>Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.</p> <p>Employee _____</p> <p>Date _____</p>
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Summary/Objective

The overall role of the IT Manager is to assist the Chief Operating Officer, Communications Director, and other IFI leaders in advancing IFI's mission through implementing improved technology solutions. Through software development, database management, hardware troubleshooting, and team support, the IT Director will provide essential resources for IFI's national ministry locations as well as practical, quick remedies.

Spiritual Qualifications

- Godly character, meeting the leadership requirements defined in I Timothy 3 and Titus 1¹
- Teachable and submissive spirit
- Adherence to IFI's statement of faith, core values, and policies

Other Qualifications

- Person of prayer
- Person of spiritual maturity
- Slow to get angry, eager to work with others
- Is faithful, loyal and dedicated to both the work and to IFI's mandate from the Lord to serve internationals and partner with them to make Christ known among the nations
- Exhibits a positive, professional manner

¹ self control in matters of food, alcohol, and other addictive substances; free from the love of money; not given to anger; practicing hospitality; committed to loving their spouse, if married, and to discipling children (if the Lord has so granted); a forgiving spirit; tested by difficulties; and knowledgeable of the Word of God

- Committed to evangelism and discipleship
- Ability to work under stress and be flexible
- Self-starter, able to work independently
- Ability to hold others accountable and to lead others

Responsibilities

The IT Manager's responsibilities include (but are not limited to):

- Supervise IT Specialist role, providing guidance and prioritization for their work
- Develop and/or evaluate software to aid IFI ministry locations in managing student and volunteer data
- Improve intercommunication among IFI staff by implementing online collaboration tools and processes
- Regularly monitor and improve security of IFI's financial, donor, volunteer and student data
- Troubleshoot hardware and software issues for local and remote IFI staff
- Develop and/or evaluate software to improve IFI websites and connect them with internal databases
- Maintain hardware and suggest new hardware asset purchases
- On a volunteer basis, build and maintain ongoing relationships with one or more international student or scholar
- Develop a prayer and financial support team (as needed)
- Other duties as assigned

Work Environment, Position Type, and Expected Hours of Work

This position would work in the IFI National Office. This is a full-time, deputized-fundraising, salaried position. Expected hours are 9-5pm.

Required Education and Experience

- Minimum of a Bachelor degree
- Minimum of three (3) years of work experience that encompasses IT and software development
- Experience with web technologies (eg. HTML, JavaScript, JSON), Python, PHP, and relational databases (MariaDB, PostgreSQL, SQL Server)
- Experience managing Windows Server and an Active Directory environment

Preferred Education and Experience

- Certificate-level completion of Perspectives on the World Christian movement is preferred and if not existent, should be completed within one year of employment with IFI.
- Experience with Google Apps Script, Linux Command Line, Node.js, REST and/or SOAP APIs is preferred.
- Experience in cross-cultural ministry

Physical Requirements

May be required to lift, push, or pull objects that weigh up to 20 lbs.

AAP/EEO Statement

Unless an employee has a written employment agreement with IFI, which provides differently, all employment at IFI is “at-will.” That means that employees may be terminated from employment with IFI with or without cause, and employees are free to leave the employment of IFI with or without cause. Any representation by any IFI officer or employee contrary to this policy is not binding upon IFI unless it is in writing and is signed by the Executive Director with the approval of the Board of Directors.

IFI shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and Executive Director of IFI will not discriminate against any employee or applicant in a manner that violates the law. IFI is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties/responsibilities may change at any time with or without notice.