

Title: One In Ten Technology Manager (volunteer position)

Purpose:

The Technology Manager is responsible for the coordination of all technology needs for the organization. In conjunction with the Executive Director, the Technology Advisor, and other technology team volunteers, the Technology Manager will determine the technology priorities and strategy, create plans for development tasks, and manage timelines in order to deliver solutions according to agreed upon timelines.

The Technology Manager will recruit other technology volunteers and oversee their work, manage various technology related projects (e.g. web, database, office automation, financial transactions, etc) and ensure progress on the completion of tasks.

Average Time Commitment:

This position requires a long-term commitment (nine months or longer). Six to eight hours per week are estimated to be required until June 1st. More hours per week may be required from June 1st to November 1st in preparation of and directly following the organization's annual film festival.

Responsibilities:

Planning and execution of all technology related projects. Drive the overall strategy for using email, web, and social networking technology for communicating to constituents.

- Work with OIT staff and the volunteer Technology Advisor to assess priorities and develop and implement a comprehensive technology strategy.
- Translate organizational needs into specific technology project areas, define tasks, and develop timelines to transform needs into technology solutions.
- Define individual volunteer needs, recruit additional volunteers to complement the existing technology team, and evaluate volunteer performance on a regular basis.
- Manage a team of volunteers to implement web, database, and ticketing system needs. Coordinate the needed resources to ensure timely completion of tasks per the timeline.
- Develop back-up resources to step in should the primary team be indisposed, including own position of Technology Manager.
- Communicate with the board, staff, and technology team on a regular basis regarding project progress, changes, and problems.
- Provide support for the proper functioning of Sage Fundraising 50 database and the quality of data in the database.
- Use project management methodology to document the project lifecycle, capture lessons learned, and document results for use in future technology projects.
- Manage an audience survey of patrons attending Reel Affirmations Film Festival and conduct data analysis on the results (using Survey Monkey or other tool).
- Manage other technology needs, as may be requested by the Executive Director.

Qualifications:

- Previous experience planning, directing, scheduling, staffing and managing information technology projects
- Knowledge and use of project management principles
- Prior supervision of employees or volunteers or demonstrated leadership skills
- References from previous positions of managerial or technical responsibility, preferably involving work with or management of volunteers
- General knowledge of office and LAN technology, database maintenance, web communications, and web site development technologies
- Experience with web-based, client server, and stand-alone operating environments.

- High energy, can-do, results-oriented personality.
- Ability to deliver results under pressure.
- Ability to work independently and find solutions despite multiple challenges
- Ability to communicate effectively and maturely
- Four year degree or equivalent work experience required

Supervisor of Work:

The OIT Technology Manager will report directly to the Executive Director of One In Ten.

Measure of Success:

- Delivery of tasks as per the agreed upon timelines
- Ability to accurately assess requirements and develop plans and provide solutions needed by the organization to carry out its mission.
- Effective management of resources to accomplish the tasks outlined in plans and execute on the timelines agreed by the team
- Build the teamwork of the volunteer technology team to ensure a smoothly functioning group
- Timely extraction of data for the use of the organization.
- General improvement in the use of technology by the organization

Benefits of the Position:

This position will be a key factor in building the capacity of the organization. It will provide an excellent opportunity to gain experience in building and supervising teams of technical volunteers. The role will have a very large influence in the direction of the organization in regards to technology solutions and will provide an outlet for the implementation of creative technology solutions. Success will provide opportunities to take on other roles in the organization such as Technology Advisor or a board position.

Another benefit is the chance to work as part of a team of like-minded individuals who believe in the mission of the organization and who wish to support it by donating their time and professional expertise.