



Director of Information Technology

OPEN

Position Type: Exempt
Category: Regular, Full-time position
Classification: C
Reports to: Executive Director

Ministry Summary/Objective

The director is responsible for the overall planning, organizing, and execution of all IT functions. This position provides overall team leadership, day-to-day management, and maintenance of information technology systems (computer & telecommunications), Church database system and other software applications. The director is responsible for applying sound management and procedures to insure integrity of Church data and provide adequate systems to support the ministries of BUMC and its campuses; lead and coordinate the work of the Information Technology team.

Essential Functions

MANAGEMENT RESPONSIBILITIES

- Management, supervision and budget of the Information Technology department
- Participate in the development of long-range strategic IT plans -- Determining scope and timing of hardware/software updates and purchases, project planning, and custom SQL report needs
- Overall responsibility for the data quality and training of Arena CHMS
- Responsible for annual development of IT budget and manages the IT program within the budget
- Partner with departments & campuses to ensure that technology and data are utilized to best meet their ministry goals while maintaining consistency of existing IT platforms and setting standards/procedures for technical solutions
- Direct and prioritize the work of IT-related projects and activities
- Perform liaison duties between users, IT staff, and outside vendors in areas of system design, modifications, or trouble-shooting
- Maintain IT vendor contracts and relationships

DATABASE MANAGEMENT RESPONSIBILITIES

- Establish and implement rules and procedures governing the data in Arena CHMS
- Lead departments in maximizing the potential of Arena in their management and use of data
- Verify and maintain the integrity of the information in Arena CHMS performing a wide range of quality checks to ensure accuracy of data
- Perform monthly statistical reporting on membership and system usage
- Manage and control all security in Arena for staff, volunteers, and online web portals
- Develop and coordinate all approved SQL Reports with the Database Support position
- Evaluate and recommend software upgrades and/or additions to Arena and ShelbyNext Financials software
- Oversee continual training in Arena for staff and volunteers

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are a representative of the knowledge, skills and/or abilities required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements

- Bachelor's degree required in information technology, computer science, business management, or related field
- Three (3) to Five (5) years of work-related experience in the field of technology systems
- Supervisory experience required

Competencies

- Strong mastery of Arena Church Management System, eSpace Church Facility Management software, and/or comparable church management system
- Advanced skills in Microsoft products such as Word, Publisher, Excel, and PowerPoint; able to merge and manipulate data quickly between software
- General knowledge of Visual Studio, Server Management Studio, Report Builder, and SQL Server Reporting Services (SSRS)
- Project management experience
- Supervisory knowledge on how to coach and manage a team
- Ability to present and discuss database technology in non-technical language
- Willingness to stay current on emerging IT solutions for business and exhibit a passion for database information and its important role in the church
- Excellent administrative and organizational skills
- Entrepreneurial spirit

Supervisory Responsibility

This position supervises, leads, and directs the Information Technology Team by assigning projects, training, coaching, providing development opportunities, and conducting performance reviews.

Work Environment

This job operations in a professional office environment. This role routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move office supplies or other items up to 25 pounds.

Expected Hours of Work

Days and hours of work are Monday – Friday, 40 hours per week. Position may require additional hours during certain projects. Occasional evening and weekend work required.

Travel

Travel is primarily local during the business day, although some out-of-the area and overnight travel may be expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.