



AMERICAN CIVIL LIBERTIES UNION

Ohio

JOB TITLE: Technology Director
REPORTS TO: Executive Director
DEPARTMENT: Administration
FLSA STATUS: Exempt
EXPERIENCE: Director Level Experienced Professional
LOCATION: Ohio
DATE: June 2022

POSITION SUMMARY:

At the ACLU of Ohio, we fight! Whether it's combating bad legislation, ensuring equity and inclusion, or protecting civil liberties, civil rights, and social justice, the ACLU of Ohio fights! And on the front lines of every battle, underlying every interaction, supporting every aspect of all that we do is our superhero – our Technology Director. The ACLU of Ohio's Technology Director is an integral organizational leader – forward-thinking, always keeping our team on the cutting edge of technology, while also meaningfully contributing to the direction, trajectory, and priorities of the ACLU of Ohio as a member of our organization's Leadership Team.

While wearing a cape is optional but not a necessity for our Technology Director, there are some nonnegotiable requirements. The ACLU of Ohio Technology Director is responsible for ensuring that our affiliate's information and technology resources are aligned with our strategic priorities and guiding principles. The Technology Director must comprehensively understand the technology needs of the organization and doggedly, fiercely protect the ACLU of Ohio from technological and cyber threats. The Tech Director serves as the primary point of contact to support our users, and must work in concert with technology vendors and our national organization partners in implementing a robust and secure technology infrastructure.

SALARY/COMPENSATION:

Salary Range: \$97,000 – \$102,000 annually

Compensation: Salary offer shall be determined by depth and breadth of successful candidate's knowledge and experience. Total compensation package includes generous health insurance benefits (including dental, vision, and hearing); new hires at the Director experience level receive five (5) weeks of paid time off, accrued at approximately thirteen (13) hours per month; and eleven (11) paid federal holidays.

RESPONSIBILITIES:

Protect the ACLU of Ohio from technological and cyber security threats in a remote/in-office hybrid environment

- Maintain a formal, documented framework to identify sensitive information and ensure that the confidentiality, integrity, and availability of that information is protected. This ongoing process includes:
 - Identifying sensitive information and how it is collected;
 - Assessing the risks to protecting the confidentiality, integrity, and availability of such information;
 - Determining the policies, procedures, and safeguards that are needed to protect such information and ensuring the proper implementation of those protections, communicating them to internal and external users. Such measures may include password management, appropriate levels of access and device security;
 - Monitoring the effectiveness of those policies, procedures and safeguards on an ongoing and consistent basis and revising them as needed;
- Serve as a resource and cheerleader for cybersecurity awareness and training.

Oversee the administration and maintenance of the ACLU of Ohio's technology infrastructure

- Conceptualize and execute short and long-term technology plans, in consultation with the Leadership Team;
- Recommend hardware and software upgrades as needed, adjusting for and considering product lifecycles;
- Prepare technology budgets for both annual and individual projects;
- Provide staff with troubleshooting support of technology-related problems;
- Coordinate the configuration, testing, and troubleshooting of technology upgrades and other changes, including the documentation of procedures;
- Serve staff members, board members, and volunteers through meticulous management of internal communications tools (board intranet and mission continuity web presence);
- Provide the organization with on- and off-site audio/visual and conferencing support;
- Work with and monitor vendors on matters related to computers, servers, networks, phone systems, and security, to ensure smooth, uninterrupted, advanced technological operations across the ACLU of Ohio.

Provide department-specific input and guidance to staff on their use of technology to further the ACLU of Ohio's mission

- Advance our technology culture in a remote/in-office hybrid model environment, where staff are informed, empowered, and motivated on tech matters. Coordinate staff trainings on technology systems and methods;
- Assist staff in the maintenance of constituent data, reporting, and information systems;
- Provide input on the organization's website architecture, systems design and development, operation, enhancements, maintenance, publishing, and policies and procedures;
- Strategize with the Executive Director, Development Director, Policy Director, Organizing Director, and Equity and Inclusion Director on development and advocacy tools;
- Maintain a focus on accessibility for the technology tools used by all stakeholders.

MINIMUM QUALIFICATIONS:

- Demonstrated commitment to advancing the ACLU of Ohio's values, mission, and goals, including a deep commitment to racial justice;
- Degree in technology-related field, or equivalent experience. Ability to expertly operate technology systems and equipment such as computers, audio/visual equipment, and telecommunications equipment. Demonstrated working knowledge of computer network architecture and operations;
- No less than 2 years' experience as a Microsoft 365/Office 365 administrator in a setting with multiple users across multiple devices;
- Quantifiably advanced technology expertise, problem-solving and analytical skills, trust, flexibility, and commitment to customer service;
- Proven ability to impart, orally and in writing, technical knowledge to a wide-ranging audience – tech savvy to tech challenged;
- Demonstrated experience with the budget process, as well as with negotiating contracts with vendors;
- Discernible vision that anticipates future needs for the organization due to growth and/or advances in technology;
- Demonstrated ability to collaborate with multiple stakeholders: vendors, suppliers, National ACLU IT staff, internal and external users, and partner organizations;
- Proven experience with Constituent Relationship Management software and/or donor databases;
- Demonstrated experience utilizing web publishing applications including content management systems.

DESIRABLE QUALIFICATIONS

- Ease/comfort speaking publicly on ACLU of Ohio issues;

- Ability to gracefully exact excellence of others; persuasiveness and perseverance in attaining goals.

ESSENTIAL FUNCTIONS

- Access to reliable transportation that will allow travel across Ohio, including all ACLU of Ohio office locations, on short notice;
- Ability to work beyond 40 hours per week when needed;
- Ability to attend evening and weekend meetings and events on occasion;
- Work schedule flexibility. A typical work week may include evening or weekend work to accommodate ACLU events or unexpected technology issues having a short resolution deadline;
- Lifting and carrying 25 pounds.

OTHER

- The ACLU of Ohio has adopted a hybrid remote/in-office work model where team members have the option to alternate between working in-office or remotely. Reliable access to high-speed internet and a mobile phone are requirements for employment;
- Employment related internet and mobile phone usage expenses are reimbursed monthly in accordance with IRS rules and guidelines;
- History of incarceration is not a bar to consideration for the position;
- The ACLU of Ohio is committed to ensuring the health and safety of our team members. All employees must be fully vaccinated and boosted for COVID-19. Verification of COVID-19 vaccination, or progress toward vaccination, is required prior to the start of employment.