



**Position Title:** Chief Data and Information Technology Officer (CDITO)

**Immediate Supervisor:** CEO

**Supervises:** Administrative Coordinator

**Status & Hours:** Fulltime, exempt with some off-site work with attendance at occasional evening and weekend activities

**Context and Rationale:** Community Foundation seeks an ambitious seasoned professional to oversee our data and information technology strategy and support our use of data to achieve impact and communicate effectiveness.

Provides diverse contact and database management and analytics to support communication, development, community impact and philanthropic consulting efforts

May conduct research for special projects under consideration by the Foundation.

This position has primary responsibility to develop strategic plans for data management and information technology to collect, organize, protect and analyze data assets while ensuring compliance and enhancing cybersecurity.

Other duties include evaluating new software application opportunities to streamline data systems and increase efficiency and effectiveness. We anticipate both a total website overhaul and total data migration to new platforms or platform during the period 2022-2024.

**Primary Role:** To serve as the primary staff person for the Foundation's data management and IT software and hardware planning and support.

The CDITO will work with all other officer level staff as a peer and will supervise the position of Administrative Coordinator.

#### **Prioritization of Duties**

- Consolidate and coordinate all of our disparate software programs
- Develop and train staff on the Foundation's information and data strategy.
- Design and implement data and systems including hardware and software.
- Lead, motivate, and manage technical teams.
- Oversee the collection, storage, management, quality, and protection of data.
- Implement data privacy policies and ensure compliance with data protection regulations.
- Enhance our cybersecurity testing and training
- Recommend where to cut costs and increase revenue

- Manage all internal data queries
- Strategize how we use data to communicate to external audiences
- Effectively communicate the status, value, and importance of data collection to board members and staff.
- Knowledge of relevant applications, big data solutions, and tools.

### **Qualifications and Expectations:**

#### **Professional/Technical Abilities:**

- Demonstrated ability to effectively organize and prioritize multiple, simultaneous work assignments and meet deadlines
- Highest degree of customer service skills, anticipating needs of donors, positive problem-solving orientation, and planning skills
- Ability to work effectively with a diversity of people and styles
- Ability and willingness to maintain the highest standards of confidentiality and data professional ethics
- Familiarity with cyber security and data security
- Able to work both independently and collaboratively

#### **Qualifications & Experience:**

- BA or BS degree
- Data and IT employment experience of at least 5-7 years
- Demonstrated competency in data management
- Experience in evaluating competing software options for achieving account, development, grant making, and communication goals

#### **Personal Characteristics:**

- Commitment to advancing diversity, equity, inclusion to support Foundation's goals for racial and social justice
- Commitment to serve the community and to the mission of the Community Foundation
- Creative and entrepreneurial, willingness to embrace new approaches
- Good judgment and decision-making abilities within competing priorities
- Self-starter, ability to work independently, intrinsically motivated
- Thinks independently and creatively
- Detail-oriented
- Personal integrity, commitment to confidentiality and discretion

**Community Foundation is an Equal Opportunity Employer  
Reasonable accommodations may be made to enable individuals  
with disabilities to perform the essential functions.**