

GULF COAST COMMUNITY FOUNDATION

Together with our donors, our team boldly and proactively transforms our region – and you can, too. For over 25 years, Gulf Coast Community Foundation (Gulf Coast) has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them. Gulf Coast is headquartered in Venice, FL and has a Philanthropy Center in Sarasota, FL. The foundation has granted over \$510 million in health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more visit GulfCoastCF.org and follow us on Facebook at [@GulfCoastCommFnd](https://www.facebook.com/GulfCoastCommFnd).

Job Description: Director of Information Technology

Reports to: CFO

Status: Full-time, Exempt, Salaried

Salary Range: \$110,000 - \$150,000 annually, plus annual discretionary bonus

To Apply: Send resume to: jointheteam@gulfcoastcf.org

The **Director of Information Technology** is responsible for the collaborative design, development, implementation and ongoing improvement of Gulf Coast's information systems, hardware configurations, technology services, security, and business continuity. The position serves as the primary team member to meet the organization-wide information needs of Gulf Coast, including systems evaluation, development, acquisition, hardware selection and integration, and data management. The Director of IT will coordinate with staff and IT vendors to identify, solve, and meet Gulf Coast's technical support, hardware and software needs.

Essential duties and responsibilities

- **IT Strategy and Ongoing Improvement** – Perform a high-level business analysis and provide recommendations for architecture to support current and future operations. Form and lead a process improvement team that identifies and evaluates the growing and diverse needs of each functional area. Identify solutions (both IT-driven and process-driven) and prioritize them into a one to three- year strategic IT plan for approval by the Leadership Team. Work with external vendors and staff to implement the plan. Stay abreast of the latest developments in IT so that Gulf Coast can avail itself of appropriate new IT advancements.
- **Applications Support** – For core applications, develop "superuser-level" skills to provide onboarding and regular ongoing training for staff, and assist in finding ways to leverage systems to make work flows cleaner, clearer and better. Core applications include iPhi for accounting and donor/grantee management and Office 365 and SharePoint for day-to-day business applications and communication.
- **Reporting Tools** – Source and implement reporting tools that allow accurate, timely and efficient reporting of data in iPhi (housed in SQL via approximately 200 data tables), putting reporting tools directly into users' hands to the extent possible.

- Collaborate with staff re: data maintained outside iPhi to determine whether it can be stored in iPhi or in a compatible product to make reporting more seamless and accurate.
- **IT Project Management** – Assemble and manage the internal and external resources needed to address ad hoc IT projects that arise out of needs.
- **Data Integrity Processes and Procedures** – Work with staff to create a structure that each team can implement to ensure data integrity, using automated tools (workflows, exception reporting, etc.) in its processes. Ensure that the structure is challenged periodically to maintain best practices.
- **Cybersecurity** – Lead Gulf Coast’s efforts to create and maintain documented IT policies and security controls/procedures to protect critical assets and operations. Collaborate with Gulf Coast’s insurance broker to ensure appropriate cybersecurity coverage and to close any gaps not covered by insurance.
- **Business Continuity** – Develop and maintain business continuity protocols and system recovery plans to minimize disruption to business operations in the event of a disaster or data loss. Ensure that file/system backup and storage processes comply with Gulf Coast’s document retention policy and current best practices.
- **Fiscal Responsibility** – Develop and manage Gulf Coast’s IT budget, including hardware, software, and service providers. Perform RFPs periodically to ensure that Gulf Coast is getting the best and most cost-effective goods and services for its funds.
- Other duties as assigned.

Qualifications

- Commitment to enthusiastically live the mission, vision, and values of Gulf Coast Community Foundation and provide the highest standards of service to internal and external customers.
- Proven ability to build effective relationships with a wide range of constituents, including exceptional relationship-building, listening and problem-solving skills.
- Capacity to assess organizational needs (processes, personnel, systems), think strategically, and objectively evaluate internal operations.
- Proven ability to solve problems creatively.
- Strong knowledge of key tools used or needed by Gulf Coast, including:
 - Standard Microsoft tools, Office 365 including SharePoint (Microsoft Associate-level or higher certification in Microsoft 365 is a plus).
 - Experience with business intelligence and data visualization applications such as Crystal Reports and Google Data Studio is a plus.
 - Experience with iPhi or another community foundation software (other than QuickBooks) is a plus.
 - CRM databases and tools.
 - Workflow tools.
- Demonstrated aptitude for learning innovative technologies.
- Excellent presentation, written communication, and meeting facilitation skills, including the ability to effectively communicate technical concepts to both technical and non-technical audiences.
- Ability to work in a fast-paced environment.
- Ability to manage multiple concurrent projects and priorities.

- Experience working both independently and collaboratively within a multi-disciplinary team with varying needs and experience levels.
- Ability to develop, lead, and supervise staff to achieve positive outcomes for the organization.
- Ability to recognize highly confidential information and handle appropriately.
- Exceptional strategic decision-making, listening, and problem-solving skills.

Education and Experience Requirements

- Bachelor's degree or higher in Information Technology or related field and five to ten years of job-related experience, including management experience.
- OR Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- Occasional walking, pushing, pulling, lifting, exerting over 10 pounds of force and recurrent repetitive motion (such as typing) are involved in performing this role.

Working Conditions

- The employee is not substantially exposed to adverse environmental conditions; however, events may take place off-site and may necessitate exposure to weather elements.
- The employee will work from home via self-provided high-speed internet service or in a cube-configured, open office environment with all other foundation employees in which background music and employee conversations may present a distraction.

WHY WORK AT GULF COAST COMMUNITY FOUNDATION?

EXPERIENCE – We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues. Our mission is Together with our donors, we transform our region through bold and proactive philanthropy.

WORKPLACE– Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information.

CULTURE – Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future. Our values are Integrity, Leadership, Collaboration, and Excellence.

TECHNOLOGY – We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

EXCELLENT AND AFFORDABLE STAFF BENEFITS

- **HYBRID WORK MODEL** that is highly collaborative and supportive of work-life balance
- **No-Cost Employee Health Insurance, Eligible for coverage on Day One** – PPO or HMO (with FSA), or HDHP (with HSA) or \$756.44 monthly allowance if externally insured (proof required); affordable dependent coverage offered with employer contribution toward total cost
- **No-Cost** telemedicine for our employees and their families
- **No-Cost** dental coverage for employees and their families with rollover benefits
- **No-Cost** Life, AD&D, Short-Term and Long-Term disability insurances
- Low-Cost vision coverage for employees and their dependents
- Low-Cost pet care discount plan
- Monthly allowance of \$150.00 toward cell phone utilization
- Travel and mileage reimbursement for work-related activities
- Health and wellness discount programs
- Supplemental insurances offered by Colonial
- **SUBSTANTIAL LEAVE TIME** including **200 hours (or 25 days) of PTO annually**, no waiting period (prorated for the current year), with rollover eligibility, **12 full-day and 2 half-day paid holidays**, modified medical and family leave, paid family leave, paid time off to vote and for poll volunteers
- **EXCEPTIONAL 401K PLAN**
 - **4% employer match** after 90 days; + discretionary contribution of up to an additional 5% following completion of 12 months of continuous employment
- **STAFF AND ORGANIZATIONAL DEVELOPMENT INVESTMENTS**
 - Staff retreats and team building events and off-site staff celebrations and family gatherings
 - Opportunities for ongoing training and development opportunities (conferences and/or trainings)
- **FREE AND CONFIDENTIAL** employee assistance program that offers employees and dependents a variety of tools, resources, and services to support their health, goals, and overall well-being

About the area: Gulf Coast is headquartered in Venice, Florida and our Philanthropy Center is in downtown Sarasota, Florida, both in Sarasota County. Sarasota County is on Florida's West coast, with miles of beautiful beaches along the Gulf of Mexico. Along with our beautiful beaches, no state income tax, and rapidly growing population, the area provides an idyllic opportunity to live and work in paradise.