



JOB TITLE: Director of IT

DESCRIPTION

The IT Director provides vision and leadership to develop and implement technology initiatives for ADCES. In collaboration with senior leadership, they plan and implement technology that improves service quality and realizes strategic goals. The IT Director also organizes and manages staff overseeing and supporting ADCES's technology infrastructure and enterprise systems and ensures all ADCES staff have the technology tools needed to perform their responsibilities and the knowledge needed to use them. Will manage vendor relationships and ensure that all outsourced managed service providers have appropriate guidance and oversight.

The IT Director reports to the Chief Financial Officer and chairs the ADCES's Digital Strategy Steering Committee, facilitating cross-departmental alignment and collaboration. As a thought leader in technology, the IT Director presents strategic recommendations to the ADCES senior leadership and board and facilitates their understanding of risks and solutions.

This position is also responsible for supervising IT team, including performance management and ongoing coaching and mentoring. Directs and oversees all administrative and operational responsibilities associated with department.

DUTIES AND RESPONSIBILITIES

- Lead development of ADCES's technology vision and strategic plan.
- As Chair of the Digital Strategy Steering Committee, leads evaluations of existing and emerging technologies and makes recommendations for upgrades, changes and additions.
- Design an application integration strategy and oversee implementation and testing of integrations.
- Design a business intelligence strategy (including data standards and governance) and oversee implementation, integration, training and maintenance.
- Develop and communicate technology processes and policies, including an ongoing training strategy.
- Participate in ADCES's strategic and operational governance processes.
- Review hardware and software acquisition and maintenance contracts and pursue efficient agreements.
- Ensure the technology budget aligns with goals.
- Maintain a secure, reliable technology infrastructure.
- Establish IT department goals, objectives and operating procedures.
- Oversee and manage relationship and deliverables of IT managed services provider(s).
- Ensure continuous delivery of IT services through oversight of service level agreements and monitoring of IT system performance.
- Ensure IT system operations adhere to applicable laws and regulations.
- Remain current in IT industry trends and issues, including current technologies and prices
- Promote and oversee strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations.

- Supervise recruitment, development, retention, and organization of IT staff in accordance with ADCES budgetary objectives and personnel policies

Information Security

- Develop and maintain basic policies and standard operating procedures for ADCES information security.
- Regularly communicate information security policies to ADCES employees and ensure that regular training is coordinated.
- Respond to information security incidents reported by users and by automated security software.
- Develop and maintain disaster recovery and business continuity plans for key ADCES technology systems.
- Maintain, and monitor effectiveness of Internet firewall rules.

IT Administration

- Prepare annual IT budget.
- Monitor and track IT expenditures against budget.
- Manage business relationships with IT vendors and service providers.
- Manage license, maintenance, and service contracts with IT vendors and service providers.
- Manage the technology procurement process.

QUALIFICATIONS

- Demonstrated experience in digital transformation initiatives and planning IT strategy tied to organizational goals, 5-7+ years preferred.
- Demonstrated IT leadership experience in the association / not-for-profit industry, including familiarity with association-specific tools such as association management systems, learning management systems, event platforms and community platforms. (Knowledge of NetForum, Conduent, Higher Logic or Hubspot a plus).
- Demonstrated ability to solve technology-related problems.
- Bachelor's degree in related field preferred.
- Preference for PMP, PgMP or other recognized project management certification.
- CAE certification for industry alignment a plus.
- Prior experience with budgeting and budget management required.
- Previous experience supervising multi-functional IT teams required.
- Strong skills in change management, training and fostering adoption.
- Ability to communicate complex technology strategies in plain language to users.
- Proven ability to negotiate contracts and manage service providers.
- Familiarity with cloud infrastructure.
- Excellent understanding of technology management principles.
- In-depth knowledge of cybersecurity frameworks and technology laws and regulations such as GDPR, HIPAA, COPPA, CAN-SPAM and Section 508.
- Strong knowledge of data governance and business intelligence platforms such as Power BI or Tableau.



PHYSICAL DEMANDS & WORKING CONDITIONS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set up and maintain work files. Occasional day and overnight travel by air or automobile may be required.

Majority of work performed in a general office environment. Organization observes a hybrid work environment. Position requires availability for extended hours plus non-traditional hours required to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.

TOTAL REWARDS

This role is a salaried exempt position, paid on a bi-weekly basis, 37.50 hour/per week work schedule.

The salary range for this position is **\$128,000 – 145,000**, and is a good faith estimate based on industry and geographic market compensation data at time of posting, internal equity and organizational budget. Base salary offers are determined by candidate qualifications, relevant and applicable work experience, position specific skills, credentials, etc.

Our total rewards program is designed to reward and retain talented individuals who deliver exceptional service to our members and business partners. This includes:

- 401k plan - employees are fully vested at 100% from the first day of employment with ADCES contributing 6% of an employee's salary to the employee's 401(k) account.
- Comprehensive benefits package including Medical, Dental, Vision, Disability & Life insurance coverage, Flexible Spending Accounts (FSA), Employee Assistance Programs, Cariloop caregiver support, and a Pre-tax Commuter Program.
- Generous paid time off that includes minimum 2 weeks of vacation annually, 11 paid holidays, and 10 personal/sick days per year.
- Professional development, tuition reimbursement policy.
- Flexible hybrid work schedule environment, summer hours and casual dress.
- Discretionary incentive bonus program.

HOW TO APPLY:

To apply for any of our open jobs, please forward your resume and salary requirements to our email: hr@adces.org.

ABOUT THE ORGANIZATION:

The Association of Diabetes Care & Education Specialists is a multi-disciplinary professional membership organization dedicated to improving diabetes care through education.

With more than 11,000 members including nurses, dietitians, pharmacists and others, we have a vast network of practitioners involved in the daily treatment of people with diabetes.

Collectively, our alliances, member practitioner networks and academic partners uniquely position ADCES at the locus of change for the future treatment of diabetes.



The Association of Diabetes Care & Education Specialists is located at 125 S. Wacker Drive, Suite 600, Chicago, IL 60606.

ADCES is proud to be an Equal Opportunity Employer. We encourage and support diversity in our workforce.