



# DELTA SIGMA THETA SORORITY, INCORPORATED

*A Service Sorority Founded in 1913*

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

## VACANCY ANNOUNCEMENT

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TITLE: Director, Technology Services

TOUR OF DUTY: Full-Time, 40-Hour Week

DEPARTMENT: Technology Services

OPENING DATE: September 9, 2019

WORKSITE: 1707 New Hampshire Ave., NW  
Washington, DC 20009

CLOSING DATE: Open Until Filled

FLSA CLASSIFICATION: Exempt

SALARY: Commensurate With Experience Plus Benefits

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### POSITION PURPOSE AND SUMMARY

This position is at the third executive level within the headquarters operations of Delta Sigma Theta Sorority, Inc. The Director is responsible for managing the vendor contracted to provide the management, development and acquisition of Information Technology systems, hardware, software, IT security and design. The position acts as IT consultant, planner, and expert for all headquarters departments. Will be required to assist in the development and achievement of immediate and long-term strategic goals for the headquarters operations and the overall organization. The Director is expected to continually pursue professional development to assure current knowledge and must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event. The Director must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations. Position is responsible for the immediate supervision of the onsite staff and applies sound supervisory principles and techniques in building and maintaining an effective team.

### DUTIES AND RESPONSIBILITIES

- Demonstrated skills to manage IT services vendor/staff and ensure compliance with contract provisions;
- Development and implementation of a technology strategic plan;
- Systems evaluation, design, replacement;
- Development and review of RFPs/RFBs for hardware, software, site installations, and training packages;
- Development and monitoring of IT disaster recovery, systems integrity and security plans;
- Performing as staff liaison to National Information Technology Committee;
- Analyzing the business requirements of all departments to determine their technology needs;

- Work with Meeting Planning & Events Department to negotiate and coordinate with hotels convention, conference and special meeting venues to achieve ideal IT set-up and function for all aspects of scheduled events;
- Expected to attend and perform as the IT expert at Sorority conventions, conferences and special meetings during the year which will be held in varying locations within and outside of the United States;
- Overseeing all technology operations and evaluating them according to established goals; and
- Devising and establishing IT policies and systems to support the implementation of strategies set by upper management.

## **MINIMUM QUALIFICATIONS, KNOWLEDGE, ABILITIES, AND SKILLS**

- Bachelor's degree in Computer Science, Computer Networking, Information Technology or a related degree from an accredited college or university (or BS/BA in computer science, engineering or relevant field; Advanced degrees will be weighted in the interview process);
- At least ten (10) years of work experience which included the duties and possession of the qualifications described in this announcement, including:
  - Knowledge of a broad range of information systems and software; information technology applications and practices;
  - Demonstrated analytical and design skills in IT programming and data base management;
  - Demonstrated skills in technical report writing;
- PMP (required);
- ITIL;
- Software Development Life Cycle;
- Agile;
- Effective budget/fiscal manager;
- Demonstrated team building and communication skills;
- Ability to manage priorities and workflow;
- Proficiency in the following:
  - Windows;
  - Network trouble shooting;
  - Various backup systems;
  - Disaster Recovery Systems;
  - File/folder restores;
  - Firewalls;
  - Configuration management and real-time threat reporting;
  - IT related software - Help desk and IT tools;
  - iMIS or other membership database software; and
- Membership in Delta Sigma Theta Sorority, Inc. is preferred, but not mandatory.

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**Before applying, please visit our website at [www.deltasigmatheta.org](http://www.deltasigmatheta.org) to familiarize yourself with who we are and our mission.**

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements. Also, please indicate the title of the position.

**Mail to: Delta Sigma Theta Sorority, Inc.  
1707 New Hampshire New Hampshire Avenue NW  
Washington, DC 20009  
Attn: Human Resources Director  
Or email: [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**