



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

TITLE: Director, Technology Services

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Technology Services

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

REPORTS TO: Executive Director

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

This position leads the Technology Services Department within the headquarters operations of Delta Sigma Theta Sorority, Inc. The organization seeks a Director who will be highly engaged in the activities of the Department and is willing to be a hands-on partner to executive management and the Sorority's National Technology Committee. The organization has outsourced many of its technology needs to a single IT services provider. The Director will manage a four-person team comprised of on-site, remote, and contract personnel, and will be responsible for directing and managing the relationship with the IT services provider. The Director acts as an IT consultant, planner, and subject matter expert for all headquarters departments. Extensive travel may be required during the summer months each year.

DUTIES AND RESPONSIBILITIES

- Manage IT services vendor/staff and ensure compliance with contract provisions;
- Develop and oversee the creation and implementation of a strategic plan to meet the organization's technology needs;
- Develop and review RFPs/RFBs for hardware, software, site installations, and training packages;
- Serve as staff liaison to the National Technology Committee;
- Analyze the business requirements of all departments to determine their technology needs;
- Work with the 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;
- Lead the provision of technology services at Sorority conventions, conferences, and special meetings held during the year in varying locations;
- Oversee all technology operations and evaluate them according to established goals;

- Establish and monitor IT policies and systems to support the implementation of strategies set by executive management or by law; and
- Continually pursue professional development to assure current knowledge, and must be able to work after regular business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a major conference or event.

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 database management;
 - Demonstrated skills in technical specifications gathering and 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 troubleshooting;
 - 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.

Before applying, please visit our website, 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, along with a cover letter that specifically states your salary requirements.

**Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W.
Washington, DC 20009
Attn: Human Resources Director**

Or email – hrmanager@deltasigmatheta.org