

# THE RESURRECTION PROJECT

## Job Description



<b>Position Title</b>	Information Technology Manager
<b>Supervisory Relationship</b>	Director of Information Technology
<b>Work Location</b>	1805 South Ashland, Chicago, IL 60608
<b>Organization General Description</b>	<p>After 28 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.</p>
<b>General Job Description</b>	<p>The IT Manager is in charge of effectively managing a variety of IT-related projects for the organization. Main responsibilities included organizing and overseeing projects in the IT department, ensuring efficient use of company resources, and securing operation of information systems. The IT Manager reports to the IT Director and works closely with the Salesforce Database Administrator, IT Coordinator, and top-level staff to manage the collection and convey the visual representation of the resulting qualified data, information, knowledge, and technology. The IT Manager implements IT initiatives that improve the effectiveness of the organization's products or services. The IT Manager also completes administrative tasks and compile reports that detail program activity. Main IT Manager's goals is to facilitate, communicate, and apply the collective know-how of all members of the organization to advance and replicate the mission through the practical and strategic use of the TRP Integrated Data System. The IT Manager should: have strong leadership skills and experience interacting with and guiding IT professionals; be able to multitask on a variety of Infrastructure and data projects and create strategic plans; work well independently and in a team setting, as well as be familiar with several networking practices; have an advanced understanding of desktop support and vendor interaction. The Manager of IT must ensure that the IT infrastructure in the organization is reliable, secure, cost efficient, and strategically sound, reflecting organization's needs and best practice in creating value for the company.</p>
<b>Job Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Translate the organization's vision into IT systems and procedures, articulating the critical link to stakeholders including the pillar heads, IT staff, and employees.</li><li>• Analyze the needs of different departments and determine ways to meet business objectives by modifying existing – or developing new – information processing systems.</li><li>• Foster an organizational culture of impact-driven data fluency and appreciation for data management systems and using data to improve programs and learning.</li><li>• Facilitate staff training, coaching, and technical assistance with an emphasis on reinforcing use of the reports in combination with other ways of knowing.</li><li>• Identify and propose new information technologies and systems to improve business processes and decision making.</li><li>• Oversee and determine timeframes for major IT projects including system updates, upgrades, migrations, and outages.</li><li>• Manage the IT Department team to develop, implement, and maintain IT policies, procedures and best practice guides to ensure consistency in standards and leveraging of common systems, including monitoring and evaluation practices.</li><li>• Manage the IT inventory for the organization.</li><li>• Create and administer security and disaster plans that will keep the organization functional in the event of a crisis.</li><li>• Protect the company and its operations against IT risks, including unauthorized access to information, data integrity problems, loss of processing capability, and poor service levels.</li><li>• Perform other duties as assigned.</li></ul>

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<b>Performance Measures</b>	<ul style="list-style-type: none"><li>• Identify and recommend new technology solutions that can be implemented in the organization and department level.</li><li>• Manage and report on allocation of the IT budget.</li><li>• Create a culture of results-driven data fluency and accountability across all TRP pillars.</li><li>• Leadership abilities and qualities.</li><li>• Identify risk, problem-solve, and ask for assistance as well as offer solutions.</li><li>• Assist with the planning and implementation of IT departmental goals.</li><li>• Meet professional development goals.</li></ul>
<b>Essential Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Bilingual in English and Spanish preferred.</li><li>• 5+ years of experience in Information Technology Management.</li><li>• Minimum of three years of experience in all aspects of data analysis and project management.</li><li>• IT experience including computer operation management, multiple roles in systems and data implementation, supervision.</li><li>• Teaching others so they understand Database Management.</li><li>• Principles and practices of data management.</li><li>• Strong computing skills with mastery of Microsoft Office Professional, CRM Salesforce, etc.</li><li>• Strong problem solving and communication skills required.</li><li>• Adhere to highest ethical standards.</li><li>• Demonstrated interpersonal skills and ability to build relationships and work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.</li></ul>
<b>Education and Experience</b>	Bachelor's degree in Computer Science or related field required. PMP certification and CRM-Salesforce experience preferred. Microsoft Windows certificates highly desirable.
<b>Position Classification</b>	Full-Time, Exempt
<b>Preparation Date</b>	6/27/18
<b>Statement of Equal Opportunity</b>	The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.
<b>Application Instructions</b>	Please send resume and cover letter by email or mail. No phone calls please.
<b>Contact Information</b>	Email: <a href="mailto:trpjobs@resurrectionproject.org">trpjobs@resurrectionproject.org</a> Mail: Human Resources, 1805 South Ashland, Chicago, IL 60608