



Job Posting

Date: March 29, 2010
Job Title: Director of Information Technology
Location: Vienna, Virginia
Manager's Title: Chief Financial Officer
Department: IT
Status: Full-time, Exempt

Position Summary: Provide on- going analysis and planning of the organization's information technology infrastructure.

Position Responsibilities:

- Recommends and plans information technology to support and meet organization's objectives based on research and evaluation.
- Directs implementation and execution of new/upgraded information systems via well-defined plans including procedures, deadlines, and accountability.
- Evaluates and implements IT procedures and equipment for maximum efficiency and cost containment.
- Ensures users/customers are provided professional, courteous, and timely support and service.
- Structures, leads, train, and develops IT staff for maximum effectiveness.
- Stays abreast of trends and regulations to ensure effectiveness and compliance.
- Develops and maintains company Disaster Recovery Plan.
- Develops/selects and conducts user training on an as-needed basis.
- Must partner with management team to align company information technology with strategic direction.
- Must build and develop IT organization, processes and procedures to support business needs
- Responsible for developing and implementing UWNCA web applications, e-Commerce and social networking solutions
- Performs other related duties as assigned by management.

Skills and Experience

- Bachelor's degree in Business Administration, Computer Science or related field. Master's degree preferred
- Leadership: a demonstrated ability to lead people and get results through others.
- Strategy and planning skills with an ability to think ahead and plan over a 12-24 month time span.
- Must possess the ability to organize and manage multiple priorities
- Information systems development and implementation.
- Problem analysis and problem resolution at both a strategic and functional level.
- Employee training and development.
- User training.
- Technical skills and experience in Local and Wide Area Networks
- Strong customer orientation.
- Excellent interpersonal and communication skills and a strong team player
- Proven experience with web applications, e-commerce and social networking solutions
- Experience with Web 2.0 and Cold Fusion
- Microsoft certification is a plus
- Certified Network Engineer (CNE)
- Technical software skills and experience:
- System conversion experience.

Interested candidates should send a cover letter and resume directly to Human Resources via email at careers@uwnca.org. Please indicate the job title for which you are applying and your salary requirements.

**United Way of the National Capital Area
8391 Old Courthouse Rd., Vienna, VA 22182**

EOE M/F/D/V