

## Technology Director

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Team	Technology and Platform
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Position summary	<p>The Technology Director oversees and secures the technological ecosystem of the organization, including but not limited to the membership database, website, online community, financial software, productivity suite, e-commerce, events platform, certification program management tools, and learning management system, ensuring that all applications work seamlessly and provide an easy and efficient for behind-the-scenes operations and members and non-member audiences.</p> <p>They provide forward-thinking, strategic guidance on implementing cutting-edge tools and platforms while making security-conscious, fiscally sound decisions and recommendations aligned with the organization's purpose, vision, mission, and strategy.</p>
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Key responsibilities	<ul style="list-style-type: none"><li>• Lead the Technology and Platform team, fostering a collaborative environment that encourages innovation and continuous improvement.</li><li>• Set performance targets, regularly evaluating and providing feedback to team members to ensure the team meets its objectives.</li><li>• Develop and implement a comprehensive technology strategy that supports the association's mission and long-term goals.</li><li>• Lead the planning and execution of technology initiatives, including digital transformation, IT infrastructure upgrades, and platform development.</li><li>• Assess the efficiency and effectiveness of the technology infrastructure on a regular basis, identify ways to improve, enhance, or evolve the systems, make recommendations, then project manage the implementation if approved.</li><li>• Ensure the reliability, security, and scalability of all technology systems and platforms.</li><li>• Develop and implement policies and procedures to ensure data security, compliance, and disaster recovery.</li><li>• Manage relationships with technology vendors, service providers, and consultants to ensure the delivery of high-quality services and products.</li><li>• Negotiate contracts and agreements with vendors to secure the best terms and ensure alignment with the association's technology strategy.</li><li>• Develop and manage the technology team's budget, ensuring cost-effectiveness and alignment with the organization's financial goals.</li><li>• Identify and pursue opportunities for cost savings and funding to support technology initiatives.</li><li>• Lead the planning, execution, and management of technology projects, ensuring they are delivered on time, within scope, and within budget.</li><li>• Utilize project management methodologies to oversee the development and implementation of new systems, platforms, and technologies.</li><li>• Ensure clear communication and collaboration among project stakeholders, including board directors and operations associates, members, and vendors.</li><li>• Oversee the development and delivery of technology-driven member services, such as online resources, virtual events, and digital communication tools.</li><li>• Ensure the technology platforms meet the needs of the association's members and non-member audiences and enhance their overall experience.</li><li>• Gather and analyze member feedback to continuously improve technology offerings and address any issues or concerns.</li></ul>
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- Onboards new volunteers to operational tools in collaboration with the volunteer program manager, governance team, and nominating committee.
  - Ensures all technological policies, processes, and procedures are documented.
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Qualifications

- Proven track record of leading technology initiatives.
  - Experience managing complex technology projects, including software development, system integration, and platform deployment.
  - Excellent leadership, communication, and interpersonal skills.
  - Ability to work collaboratively with internal teams, external partners, and industry stakeholders.
  - Strong project management skills, with the ability to manage multiple projects simultaneously.
  - Proficiency in using technology management tools, such as project management software, CRM systems, and cybersecurity platforms.
  - Knowledge of best practices in digital transformation, cloud computing, and data analytics.
  - Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.
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Time commitment

- Attend monthly board meetings. A minimum of 75% attendance is required.
  - Plan and lead monthly team meetings, plus recurring check-ins, cross-team, workgroup, and committee meetings as needed.
  - Work an average of 5-10 hours per week on organizational activities.
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