Technology Manager

**Classification:** Full-time, Exempt

**Department:** Operations

**Work Modality:** In-person, onsite

**Reports to:** Senior Director of Monitoring and Evaluation

**Travel Requirement:** Periodic travel may be required for training or business purposes.

**Job Purpose:**
Provides oversight, direction, and maintenance of technological systems to help the organization achieve its goals. Provides advice and support for technological innovations.

**Who we are looking for:**
This opportunity is for a detail-oriented, self-starter who is passionate about technology and systems. In addition to having great customer service and communication skills and project management experience, this individual should:

- Be confident in their abilities but always looking to learn more.
- Have passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center
- Have a flexible and positive mindset, with the ability to change course and adapt to changing environments and work processes.

**Job Responsibilities:**

- Provide oversight, direction, and maintenance of technological systems.
- Ensure the organization’s computer hardware, software, and database management systems, internet servers, telecommunication services and other business office systems are working properly.
- Coordinate with IT contractors and other relevant vendors to configure the systems to ensure they are performing at optimal speed.
- Recommend hardware updates and assist with upgrades and software downloads.
- Collaborate with management teams to discuss how information technology will help the organization achieve its latest goals.
- Collaborate with other departments to ensure seamless operations of technical support.
- Manage software licensing for the organization, including but not limited to: Office 365, Adobe products, Zoom, Microsoft Teams, Slack, Mural, Trello, ZohoOne, etc.
- Serve as main point of contact for assisting with in-person technology needs, including the setup and maintenance of virtual teaching studios and tech-hosting control rooms.
- Assist with technology support for in-person gatherings (auditorium, classrooms, conference rooms and lobby), and virtually via Zoom.
- Train internal staff and other key contracted roles in use of operating systems, software and databases, and create training manuals for standard operating procedures.
- Serve as an administrator of the Zoho One operating system and CRM database to maintain data and support system integration across the organization.
- Other duties as assigned.

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Preferred Skills and Qualifications:

- A bachelor’s degree in technology management, computer science, management information systems, or information technology preferred or equivalent years of related working experience in related field.
- Three (3) or more years of experience directly related to responsibilities outlined above.
- Passion for technology and a proven track record of driving innovation in BI projects.
- Experience with hybrid workplace systems and processes.
- Excellent interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies.
- Demonstrated time management, facilitation, and organizational skills.
- Deadline oriented with significant attention to detail and process.
- Demonstrated ability to meet target goals/outcomes and timelines.
- Ability to receive feedback and have a growth mindset.
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility.
- Ability to work independently and with a team in a highly collaborative environment.
- Ability to manage multiple projects and tasks simultaneously.
- Highly proficient in Microsoft Office applications with experience with Microsoft SharePoint, Office 365, Dropbox, CRM, etc.
- Demonstrated experience hosting virtual engagements via Zoom.
- Flexibility with work schedule.
- A professional and positive attitude.

Physical Requirements:

- Ability to focus for sustained periods.
- Ability to use computer and telephone.
- Ability to occasionally move objects up to 15 pounds.

Compensation and Benefits:

- Competitive salary and benefit package. Salary determined by candidate’s level of experience.
- Insurance and benefits in addition to salary:
  - Retirement plan
  - Health, dental and vision insurance
  - Disability insurance
  - Life insurance
  - Flexible spending account
  - Paid time off

Application Process:

Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, at hr@kansasleadershipcenter.org. For specific questions about salary and benefits please contact Wendy Pollman.

Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by Thursday, July 6.

The Kansas Leadership Center is proud to be an equal opportunity employer.

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