



Southern
Christian
CHILDREN'S HOME

IT Director

Reports To: Communication Coordinator

Status: Full Time/Exempt

Minimum Qualifications: Bachelor's degree: Business, Communication, CIS, or other

Job Summary

The IT Director works with the Communication Assistant, Executive Director, Director of Children's Services, and Director of Finance to fulfill the mission of **Southern Christian Children's Home** as a leader to oversee the organization's IT/media department and donor relations department.

This role requires strategic plan development and execution, program oversight and decision-making, fiscal and operational oversight, and building and maintaining excellent relations with the staff, board of directors, donors, public officials, and colleagues from other organizations.

The IT Director will be a Christian leader who is passionate about facilitating positive life change through the care and development of children.

The IT Director must be a cultural leader who leads by example and word. They will also be equipped to represent the organization in a professional manner to the nonprofit community and to other stakeholders, including federal/state agencies, foundations, corporations, and individual donors.

The IT Director will...

1. Maintain software relationship, contracts, access and control for SCCH and manage E-Tapestry database, Microsoft Office, website, network, Adobe products, Ritter phone comportal, and all other.
2. Maintain, purchase, and install all electronic hardware owned, leased, or used by SCCH, including office PC workstations, cottage PC workstations, fire alarms, security equipment, surveillance items, network items, copiers, and printers.
3. Maintain software inventory of SCCH photos.
4. Maintain backup procedure for all SCCH daily financial accounting and childcare records.
5. Maintain the audio and video equipment for SCCH.
6. Communicate daily to maintain current donor base, develop new donors through church relations, civic groups, communities, state agencies, and other groups.
7. Prepare three annual SCCH news booklets, called the *Home Visitor*, timely under the direction of the editor.
8. Assist with a strategic plan to develop potential will/estate donor material and seminars.
9. Assist with a strategic plan for social media donor development.
10. Assist with the design and implement an appeal code chart for E-Tapestry.
11. Assist with the design and implementation of a GIK appeal code for childcare special appeals, ranch appeals, and school-on-campus appeals.

Competencies:

Confidence-will be confident in their God-given abilities and able to present themselves as a leader.

Encourager- truly cares about and shows understanding of the children, staff, volunteers, subcontractors, and other community partners.

Humbleness- willing to listen; realizes that success requires a team effort, and can resolve conflict in a respectful, caring manner.

Quality Management-looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.

Safety and security- actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

Planning and Organizing- is a driven self-starter who prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.

Leadership skills- displays flexibility in leadership and includes staff in planning, budgeting, decision-making, facilitating, and process improvement; makes himself available to staff, provides regular performance feedback; and develops supervisee's skills and encourages growth.

General:

Approach all decisions in a Christ-like manner with a heart for individuals while maintaining the direction and vision cast by the Executive Director. Take all possible steps to ensure the safety and spiritual wellbeing of all children and employees who reside and /or work on the campuses of **Southern Christian Children's Home**.

Advocate for children's spiritual, physical, emotional, and educational needs while working with all agencies, professionals, volunteers, and biological family members.

- Serve under the Executive Director as a member of the SCCH management team alongside the Director of Finance, the Director of Development, and the Director of Facilities.
- Assist the Executive Director with other duties as assigned.

The purpose of Southern Christian Home job descriptions is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employee contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Home.