

Director of Information Technology
Equal Justice Works



Status: Full-time - Exempt

Reports to: Vice President, Administration

Salary: \$165,000 to \$175,000

Location: Hybrid; Washington, D.C.

Deadline: Apply by November 28th for best consideration. Early applications are encouraged.

ABOUT EQUAL JUSTICE WORKS

Equal Justice Works provides a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all.

The mission of Equal Justice Works is to create a just society. Each year, they mobilize over 300 Fellows across the country to address a wide range of unmet legal needs. Fellows work to ensure equal access to justice for underserved communities across the country.

POSITION SUMMARY

This has been a landmark year for Equal Justice Works. Under the leadership of a new CEO, who has a clear vision for the future of the organization, Equal Justice Works looks to continue their strong record of championing economic security and long-standing legal protections. The Director of Information and Technology (IT Director) will lead Equal Justice Works' overall information technology strategy, while adapting to implementations in progress and moving them forward.

The incumbent will be a strategic advisor who will organize, implement, and manage the activities involved in the design, development, and operation of Equal Justice Works' technology environment, including network infrastructure, software applications, and web. They will also ensure that staff has the technology tools to perform their responsibilities. In addition to being a strategic advisor, this position requires the incumbent to be hands-on and provide leadership and mentorship to the IT team. They will oversee a team including the Sr. IT Manager, Data Services Specialist, and Application Database Manager, along with related consultants and vendors.

This is a full-time, exempt position, based at the Corporate Headquarters in Washington, D.C. Hybrid/work-from-home position.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Ensure the continual functioning of mission-critical operations and quality standards in all IT areas.

- Develop and operationalize Equal Justice Works' information technology strategic plan and budget.
- Participate in long-range and strategic planning with senior management.
- Design, implement, and maintain a secure, reliable network infrastructure.
- Establish and enforce technology standards related to hardware, software, desktop configuration and management, and user productivity tools.
- Design and maintain an enterprise application integration strategy for integrating core business applications as needed.
- Develop, communicate, and enforce processes and policies for the development and maintenance of the Equal Justice Work information systems.
- Evaluate technology to ensure compatibility and effectiveness; recommend upgrades to existing systems; and oversee new technology implementation.
- Assess requests for technology and impart relevant recommendations.
- Cultivate IT vendor relationships and supervise applicable work.
- Oversee the IT help desk function to provide quality and timely support to staff for all hardware and software requirements.
- Evaluate and amend disaster recovery plans.
- Monitor and amend cybersecurity protocols as necessary.
- Through example, training and team-based activities, promote a culture of support, high performance, and continuous growth that values learning and a commitment to collaboration and quality; delegate IT staff work assignments and monitor objectives; establish performance and growth goals, while providing continual feedback.

EXPERIENCE, SKILLS, AND QUALITIES

- No less than 7 years of experience in computer network and application management.
- Experience managing the administration of mission-critical systems e.g., CRM, Grant Management System, O365, Azure, SharePoint/Teams.
- Experience in technology selection and implementation lifecycles, including developing detailed business & functional requirements, soliciting vendors, contract negotiation, and managing the project through implementation
- Advanced proficiency in application software and relational database technology, including integration between systems.
- Ability to assess and convey the impact of new technology requirements and all upstream and downstream applications, systems, and processes.
- Creative and analytical thinker with strong problem-solving, documentation, communication, and project management skills.
- Ability to critically evaluate information gathered from multiple sources; help reconcile conflicts and distinguish requests from true needs; deconstruct high-level information into details and reconstruct low-level information to a general understanding.
- Ability to manage laterally and upwards, as well as, develop strong service-oriented relationships with staff across all levels, geographies, backgrounds, and lived experiences.
- Excellent verbal and written communication skills.
- Exceptionally self-motivated and self-directed, with a process-focused aptitude.
- Bachelor's degree in an IT-related field or equivalent years of relevant professional experience.

COMPENSATION

The salary range is \$165,000 to \$175,000, based on experience. 14 days of annual vacation leave; additional paid holiday leave the week between Christmas and the New Year; 16 weeks of paid parental leave for those w/EJW 6 months or more; excellent medical and dental insurance with Equal Justice Works paying 100% for employee premiums and 75% for dependent premiums; and a \$1000 professional development stipend per year.

APPLICATION PROCESS

Good Insight, a national nonprofit executive search firm headquartered in Washington, DC, is assisting with this search. Visit www.good-insight.org/careers to upload application materials. Confidential references and inquiries about the role may be directed to Kessa Thompson at EqualJusticeWorks@good-insight.org.

For best consideration, applications should be received by November 28, 2022. Interested applicants should submit a resume and a cover letter that describe their interest in and qualifications for this role, emphasizing their leadership experiences. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search.

BACKGROUND AND REFERENCE CHECKS

Finalists for this position will be required to satisfactorily complete a pre-employment background and reference check as a condition of employment.

WORKING CONDITIONS

Equal Justice Works is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. This employee is regularly required to sit, stand, bend, stretch and kneel for long periods of time; frequently required to talk, hear, and use repetitive hand motions; and should possess the ability to push, pull, and lift up to 30 pounds unassisted.

As a condition of this position, which is required to work at the Equal Justice Works office, and as a part of our continued efforts to maintain a safe workplace for employees and visitors, Equal Justice Works is requiring all employees that work in the Equal Justice Works office to receive an FDA-authorized and/or approved COVID-19 vaccination.

EQUAL OPPORTUNITY EMPLOYER

Equal Justice Works is committed to building a team that represents a variety of backgrounds, perspective, and skills and encourage people of diverse ages, sexual orientations, gender identities and expressions, disabilities, religions, races, ethnicities, socioeconomic statuses, work, and life experiences to apply.

Contact Kessa Thompson (kessa@good-insight.org) to request reasonable accommodation for this application process.