

## *Job Description*

# **DIRECTOR OF TECHNOLOGY**

SOJOURN COLLECTIVE SUPPORT

## **Mission Connection**

The Director of Technology serves to provide IT structure and support for the local churches of the Sojourn Collective. This includes providing a robust and reliable network and server infrastructure, as well as innovative technology, systems and support for our staff and campuses. The Director of Technology will provide strategic information, technological tools, technical support and training that helps support the mission of the Sojourn Collective.

## **Responsibilities**

- Oversee all IT hardware and software for the Collective
- Provide oversight and maintenance for the Collective website
- Establish, review, and update information security policies and procedures, safeguarding data
- Establish and maintain system wide software and hardware standards, requirements, and specifications
- Manage and build the network infrastructure. Troubleshoot network issues at all Sojourn campuses
- Serve as a consultant and manager for all technology purchases
- Develop and manage annual IT budget
- Develop and manage all IT policies and documents

## **Character and Competencies**

- Required: Bachelor's degree from an accredited college or university with experience and/or training in technology (Computer Science or similar degree preferred)
- Preferred: 5+ years in IT management
- Fulfills the character and qualifications of a staff member as outlined in the Sojourn Staff Handbook
- Works well under pressure and meets deadlines
- Commitment to collaborate with staff members
- Ability to manage the ambiguity of a growing, multi-church model
- Excellent listening skills, attention to detail, and the ability to communicate effectively

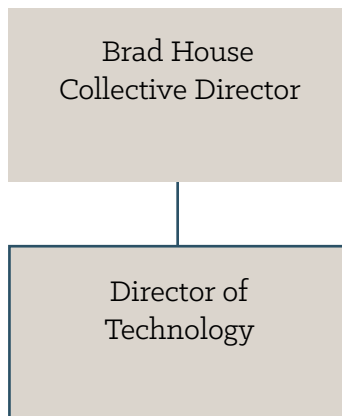
## **Expectations**

- Adhere to the Sojourn Staff Covenant
- Support and fulfills the mission and goals of Sojourn and champion the ministry philosophy
- 40+ hours per week

### Classifications

- Category: Full-time
- Staff Level: Director
- FLSA: Exempt
- Pay: Salary

### Reporting and Supervising Roles



---

**STAFF MEMBER**

---

**DATE**

---

**DIRECTOR OF OPERATIONS**

---

**DATE**

*This job description is not designed to cover or contain a comprehensive listing of responsibilities and tasks required for this role. Roles, outcomes, responsibilities and tasks may be assigned, changed, or removed at any time.*