John Simon Guggenheim Memorial Foundation
Director of IT Position Description

Created in 1925 by Senator Simon and Olga Guggenheim in memory of their son John Simon Guggenheim, the John Simon Guggenheim Memorial Foundation offers Fellowships to exceptional artists, writers, scholars, and scientists in pursuit of scholarship in any field of knowledge and creation in any art form under the freest possible conditions. Fellowships are awarded through an annual competition open to citizens and permanent residents of the United States and Canada. Since its establishment, the Foundation has granted nearly $400 million in Fellowships to over 18,000 artists, scientists, and scholars, among whom are more than 125 Nobel laureates, members of all the national academies, winners of the Pulitzer Prize, Fields Medal, Turing Award, Bancroft Prize, National Book Award, and other internationally recognized honors.

The Foundation is seeking a Director of IT to shape and manage our technology services in support of our Finance, Executive, and Advancement areas. Reporting to the Chief Financial Officer, you will be responsible for effectively managing third-party IT vendors and for ensuring the seamless operation of our technology systems, safeguarding our digital assets, and technical oversight of our annual fellowship competition system as the leader of our ongoing digital transformation.

You will be expected to work primarily on-site in New York City Mondays through Fridays from 9:00 AM to 5:00 PM, with occasional extra hours. You will be paid between $100,000 - $170,000 annually, commensurate with skills and experience.

The Foundation provides a generous benefits package including fully paid medical/dental/vision premiums, a pension, 401(k) contributions, and paid time off.

Responsibilities & Duties

Strategic IT Planning:

- Develop and execute a comprehensive IT strategy aligned with the foundation's goals and objectives
- Collaborate with executive leadership to identify and prioritize IT initiatives that support the mission of the foundation
Third-Party Vendor Management:
- Oversee and manage relationships with third-party IT vendors to ensure the delivery of high-quality services and solutions
- Negotiate contracts, service level agreements (SLAs), and pricing with vendors, ensuring cost-effectiveness and value for the foundation

Infrastructure Management:
- Be accountable for the foundation’s IT infrastructure, including networks, servers, storage systems and applications
- Oversee cybersecurity and coordinate the implementation of improved cybersecurity measures to protect the foundation’s digital assets and sensitive information
- Stay well-informed of technological advancements and recommend upgrades or improvements to existing systems to enhance efficiency and effectiveness
- Coordinate and oversee the implementation of system upgrades, ensuring minimal disruption to foundation operations
- Keep the foundation current with respect to emerging technologies (such as generative AI)

Competition System
- Complete the transition to new digital competition system
- Maintain the legacy competition system as long as it is needed
- Ensure the foundation’s databases maintain accurate and complete records

Collaboration and Communication:
- Foster collaboration between IT and other staff to understand their technological needs and provide effective solutions
- Communicate IT strategies, policies, and procedures to associates, promoting a culture of technological awareness and adherence to best practices

Budget Management:
- Develop and manage the IT budget, ensuring optimal resource allocation and cost control
- Provide regular reports to executive leadership on budgetary performance and IT initiatives

Other duties as assigned

**Necessary Qualifications**

- Bachelor’s degree in computer science, business computing, or a related field, or equivalent combination of education, certification, and experience
- Proven experience as an IT Director or in a similar leadership role
- Demonstrated success in managing relationships with third-party IT vendors
- Strong knowledge of IT infrastructure, cybersecurity, and emerging technologies
- Ability to maintain the confidentiality of privileged information
- Experience working with (or working at) a Managed Services Provider
- Strategic thinker with the ability to align IT initiatives with organizational goals
- Project management skills and the ability to lead cross-functional teams
• Detailed oriented, self-motivated, and resourceful with the ability to work independently, as well as in a team environment.
• Experience working with third-party service provider service delivery execution and business governance.
• Excellent oral and written communication skills

**Technical Qualifications:**

- Knowledge of ITIL and other IT Service management frameworks

Knowledge of the following technologies:

- Windows operating systems
- Mac OS
- Server Operating Systems
- Microsoft Office (O365)
- Ability to troubleshoot and resolve desktop related issues if required.
- Mobile device management (MDM) solutions for Mobile Phones (iOS/Android OS)
- AV/Video conferencing technologies
- Cloud technologies

Knowledge of the following hardware:

- Desktop / Laptop
- Mobile devices (iPad/iPhone, Android phones/devices)
- Printers
- Video Conferencing equipment
- VOIP phones

**Preferred Qualifications**

- Familiarity with the unique technological needs of academic, art, and cultural organizations and/or foundations
- Knowledge of some or all of these applications: Raiser’s Edge, Quickbooks, FileMaker, Azure
- Relevant certifications, such as Project Management Professional (PMP), Certified Information Systems Security Professional (CISSP), or Certified Information Systems Auditor (CISA)

The John Simon Guggenheim Memorial Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, pregnancy (including childbirth or related medical conditions), sexual orientation, gender identity or expression, disability, genetic information, military or veteran status, citizenship, or any other characteristic protected by applicable federal, state, or local law.

At the Guggenheim Foundation we believe in free inquiry, intellectual autonomy, and the work of individuals. Since 1925, the Foundation’s singular mission has been to support artists, writers, scholars, and scientists at the highest level of achievement. Guggenheim Fellowships help these exceptional individuals do the work they were meant to do, under the freest possible conditions.
The Foundation centers the talents and instincts of the Fellows, whose passions often have broad and immediate impact. For example, Zora Neale Hurston wrote Their Eyes Were Watching God in 1936 with the support of a Guggenheim Fellowship and dedicated it to the Foundation’s first president, Henry Allen Moe. Photographer Robert Frank’s seminal book, The Americans, was the product of a cross-country tour supported by two Guggenheim Fellowships. The accomplishments of other early Fellows like Jacob Lawrence, Rachel Carson, James Baldwin, Martha Graham, and Linus Pauling also demonstrate the strength of the Foundation’s core values and the power and impact of its approach.

If you feel you meet the requirements and your values align with the Foundation’s, please apply by sending a resume to search@gf.org with the subject line: Director of IT. Applications will be accepted from November 20, 2023 until January 15, 2024.

Candidates who advance to second and third round interviews will be compensated for their time with a small stipend.