

IT/MIS Director

Green Bay, WI

Newcap Inc. is a community action agency dedicated to empowering low-income citizens to achieve economic security. Since 1965, we have been moving people from poverty to opportunities, enhancing community development along the way. We value making a tangible difference every day.

As an IT/MIS Director, you will:

- Lead the strategic planning, implementation, and management of technology solutions to support Newcap's mission.
- Oversee the development, implementation, and maintenance of IT systems, networks, and databases, ensuring their security, scalability, and reliability.
- Manage data integrity processes, reporting tools, and database systems to support informed decision-making.
- Implement and manage cybersecurity protocols to safeguard the organization's data and ensure compliance with privacy regulations.
- Provide IT support services, troubleshooting, and user training, collaborating with vendors as needed.
- Manage relationships with external IT vendors, ensuring cost-effective procurement and contract compliance.
- Prepare and manage the IT department's budget, including capital expenditures and operational costs.
- Lead and mentor a team of IT professionals, fostering innovation and responsiveness within the department.

Qualifications:

- Bachelor's degree in Information Technology, Management Information Systems, Computer Science, or a related field.
- 5+ years of experience in IT management, preferably within the nonprofit sector.
- Strong knowledge of IT infrastructure, network security, database management, and cloud computing solutions.
- Experience with cybersecurity practices and nonprofit compliance requirements.
- Proven ability to lead IT projects from concept to completion.
- Excellent communication and interpersonal skills, with the ability to collaborate with diverse teams.

Desired Qualities:

- **Problem Solving:** Identify, analyze, and implement solutions effectively.
- **Attention to Detail:** Thoroughly complete tasks with efficient organization.
- **Proactivity:** Seek solutions immediately without waiting for direction.
- **Process Improvement:** Optimize processes for better service delivery.
- **Communication:** Effectively communicate at all organizational levels.
- **Accountability:** Own your actions and outcomes with honesty.
- **Critical Thinking:** Distill details into impactful decisions.
- **Flexibility:** Adapt to changes in work style and timing.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Retirement plan with match and immediate vesting.
- Over 4 weeks of PTO in the first year.
- 16 paid holidays.
- Ongoing training and development opportunities.
- Participation in employee and family events.

Summary of the Organization

Newcap is a community action agency equipping low- and moderate-income residents with the tools and potential for achieving economic security and long-term success. We embrace the Whole Family Approach, meeting families where they dream, using a holistic strategy to provide the tools needed to set and meet family goals together.