OCCH
OHIO CAPITAL CORPORATION FOR HOUSING

Job Description

Department	Information Technology
Job Title	Manager of Information Technology
Reports to	EVP, Operations & Asset Management

Job Summary: *(Provide a high-level summary of the role in 2-3 sentences.)*

Provides leadership and oversight of OCCH's Information Technology department consisting of three team members and various outside consultants. Incumbent will ensure that OCCH's core technology platforms adhere to industry best practices and are safe, secure, and fully accessible to our employees and external partners. Will also interface with OCCH's Leadership Team and ensure that technology is being effectively utilized in efficiently supporting existing and emerging business processes and workflows.

Essential Job Functions: *(List the core functions and responsibilities of this position including the percentage of time spent on each major job function. Group similar tasks together. This is not intended to be an all-inclusive list; yet it should capture the essence of where the majority of time will be spent.)*

Function / Core Responsibility	Percentage of time spent on the function
Coaches, Mentors and Supervises Team: The Manager of Information Technology will establish priorities for every member of the team (currently 3 persons plus outside consultants), and ensure that expectations are clearly defined and that deadlines are met. In doing so, this manager will embrace a coaching methodology in their efforts to mentor and supervise staff. Will work with each direct report to establish and monitor professional development plans for each employee, while ensuring compliance with all OCCH corporate-wide and departmental policies and procedures.	**15%**
Ensures Compliance with Industry-Wide Best Practices: Will develop, formalize and test security protocols. Will actively work with the team and engage outside consultants (where necessary) to ensure that OCCH's technology platforms are safe, secure and remain accessible to end users without interruptions. Will involve coordinating penetration testing, scanning for firewall issues, verifying and testing disaster recovery plans and also coordinating training with end users. Also involves establishing governance policies and drafting policies and procedures both for use within the Information Technology team and also governing the actions of end users (in consultation and coordination with the OCCH Leadership Team).	**20%**

Builds IT Foundation to Meet OCCH's Strategic Needs: Manager of Information Technology will interface with the OCCH Leadership Team to understand the strategic direction of OCCH, and to help ensure that our technology platforms support our needs. May involve working towards the establishment of a data warehouse, CRM or other enterprise-wide needs to consolidate or leverage data currently housed across multiple systems.	**30%**
Directs and Actively Participates in the Build-out and Management of OCCH's MS Office 365 Environment: OCCH has recently adopted the MS Office 365 platform. The Manager of Information Technology will help direct the continued deployment, adoption and administration of this platform and to seek new opportunities to leverage its powerful capabilities through the adoption of MS Flow, MS Forms, Power BI and other critical components of this platform.	**25%**
Assists with Requirement Gathering of End User Needs: Manager of Information Technology may assist with requirements gathering, defining end-user needs or project management activities to supplement the activities of his / her team where needed.	**10%**

Education/Certifications:

- Bachelor's or Master's degree in IT, MIS, Computer Science or related fields
- Experience with the MS Office 365 platform
- Technical certifications on MS products or network administration are desired (but not required)
- Certification and/or proven experience is advantageous in one or more of the following disciplines:
  - Agile Certified Practitioner (ACP)
  - Certified ScrumMaster (CSM)
  - Project Management Professional (PMP)

Work Experience:

- 10+ years of relevant experience within the Information Technology field, with managerial experience
- Work history must demonstrate competency in areas related to the key work responsibilities identified above
- Must be able to provide strong references that speak to the strength of character and depth of communication and technical skills

Knowledge, Skills & Abilities:

Coaching and Mentoring Skills: As the supervisor of a team, one must possess and continually build and refine skills around effectively coaching, mentoring and supervising staff consistent with the corporate and departmental standards and methods.

Strong Communication Skills: Position requires strong written and verbal communication skills. Must be able to articulate complex matters in a clear and concise manner. Includes crafting messages to guide or train OCCH staff or to interface with external consultants or stakeholders. Requires proficiency with MS Teams, email, MS Word and MS PowerPoint.

Organized with Strong Work Ethic: To be successful, one must be highly organized; be highly productive; and possess a strong work ethic. Maintaining high quality standards with work product is required, despite the fast-pace and high volume of work while managing competing priorities.

Commitment to Ongoing Professional Growth: The successful candidate will enthusiastically embrace the opportunity to continually grow and push oneself to continuously improve.

About Ohio Capital Corporation for Housing:

Ohio Capital Corporation for Housing is a nonprofit organization based in Columbus, Ohio. Our mission is: *Cause the production, rehabilitation and preservation of affordable housing.* Our mission is at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **C**ollaboration & **C**ommunication, **R**espect, **E**xpertise, **A**ccountability, **T**rust, **I**nnovation, **In**clusion & **G**rowth, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.