Working at the Vermont Community Foundation
For more than 35 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day and feel the urgency to work hard in service to strengthening and serving all Vermont communities. We approach our work with curiosity, respect, hard work and integrity and believe strongly that we will not accomplish our goals unless we commit to equity and diversity. When you join our team, your work will matter.

Position Overview
This position plays a key role on the Operations Team in leading the tactical and collaborating on strategic components of information technology at the VCF, including working on Systems, Infrastructure, Applications, Security & Governance, and Data as seen.

The IT Manager will work across all areas named above, including with our outsourced provider to ensure that the Infrastructure, Security & Governance components are carried out smoothly, with cost consciousness in mind. As VCF grows, we will also need to increase our understanding and use of data analytics needed to accomplish our 5-year business plan. One of the key responsibilities of this role is to work closely with staff to understand data needs and build a framework for a 5-year technology roadmap that includes a data strategy.

Primary Responsibilities:

Overall Management

- Work closely with outsourced entity to manage the day-to-day IT operations, including security permissions, system upgrade schedules, and large project work
- Oversee technology budget
- Serve as a knowledge leader and project manager for VCF’s database platforms, including Sage Intacct, Salesforce, and NPACT’s Foundation Cloud
- Lead business process requirements
- Assist in evaluating training needs
- Guide VCF’s business strategy by improving processes, products, services, and software through data analysis
• Engage across the organization to understand how data-driven strategies can improve efficiency and add value for our customers
• Work with data sets to improve products, hardware, tools, software, services, and processes
• Develop and maintain queries, data extracts and reports in response to scheduled and ad hoc requests
• Serve as primary manager for preparation and implementation of database conversions, as needed

The ideal candidate will have the following qualifications:
• A passionate, systems professional with a B.S. in computer science or technical-related field is required
• 3-5 years of progressive experience working with different software systems
• Experience working in community foundations a plus
• Certifications in Network+ and A+
• Ability to work well and communicate effectively across teams and different levels of the organization
• Knowledge of data management with experience in data collection, maintenance, and analysis
• Knowledge of CRMs, Power BI, and SharePoint products a plus
• Able to create and execute efficient queries, exports, reports, and imports for all departments
• Demonstrated flexibility to shift priorities as business needs dictate and a strong technical aptitude to communicate effectively with IT resources
• Well-developed organizational, time management, and analytical skills
• Strong project management skills, including estimating, managing to scope, and appropriate prioritization from inception through completion
• Ability to work comfortably in a fast-paced environment and under deadline pressures
• Excellent writing (business and technical) and verbal communication skills
• Demonstrated attention to detail and accuracy
• Ability to handle sensitive and confidential information with discretion and judgment
• Professional demeanor and excellent presentation skills
• A thoughtful team player who can work independently
• Demonstrated initiative, resourcefulness, independent decision-making

About the VCF:
The Vermont Community Foundation inspires giving and brings people and resources together to make a difference in Vermont. A family of hundreds of funds and foundations, we provide advice, investment vehicles, and back-office expertise that make it easy for the people who care about Vermont to find and fund the causes they love.

It is an exciting time to join the VCF whose assets include a complex investment portfolio valued at approximately $400 million and whose annual grant making is in excess of $30 million. The Foundation provides a robust benefit and wellness package plus an HSA contribution and 403(b) retirement match.
**Location:**
This position may be remote or in-person. If fully remote, the employee will need to travel to one of the Vermont offices for at least monthly meetings.

**Instructions for applying:**
Applications will be accepted through August 25th. Please send your resume and three references to careers@vermontcf.org.

*The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.*