St John Baptist Church, located in Columbia, MD, is currently seeking an Innovative Technology Solutions Specialist to join our team on a full-time basis. St John Baptist Church is a spirit filled organization looking to connect with our members and guests through technology in this ever changing world. We require someone that is technologically savvy and knows their way around the world of social media.

Purpose: Lead, manage and oversee the delivery of all information and communication technologies, user support and customer services.

Primary Duties and Responsibilities:
Information Technology Responsibilities
1. Develop an IT vision for the church.
2. Assist with and direct the implementation of the IT vision for the church.
3. Update and maintain the church's web presence internally and externally. This would include, but not be limited to Fellowship One (the church business operations and membership database application), the church website, and any social media tools that the church is currently using or would consider.
4. Devise the IT framework, technology procedures and practices of the church. .
5. Develop overall IT security strategy that protects the confidentiality of both congregants' information and the church's financial information, as well as create a workable infrastructure that everyone from the secretary to senior pastor can use.
6. Develop and provide security awareness training to church staff and leadership.
7. Ensure that the IT infrastructure and digital assets are working efficiently and effectively for the staff, elected leaders and ministry leaders/areas.
8. Research and choose software solutions to address church/ministry challenges and needs.
9. Assist appropriate marketing leadership in developing and implementing a social media strategy for the church, staff and ministries with a focus on member services, outreach, and marketing for the church.
10. Research and select digital audio and visual equipment for recording services, concerts and other church events to post on the church website or streaming services, such as YouTube and iTunes.
11. Ensure overall technology strategy is in line with annual IT budget.
12. Develop and implement a strategy for church operational and trends reporting utilizing data from Fellowship One.

Management Responsibilities
1. Manage and develop a comprehensive technology strategy to facilitate the church's goals and objectives.
2. Evaluate new technologies for relevance to overall technology strategy with focus on industry best practices, efficiency, and cost effectiveness.
3. Develop and provide direction on technology policies and standards for all current and future technology tools implemented for church business operations to include security, operational service level agreements, periodic upgrades and maintenance, and end-user support.
4. Ensure that basic maintenance issues are addressed. Alert people with sufficient notice before running periodic updates that make particular programs unusable for a period of time.
5. Develop and maintain annual technology budget and track periodic technology activity expenditures and ensure technology initiatives are met on time and within budget.

6. Provide leadership with respect to new technology investments and provide justification for inclusion in technology annual budget.
7. Provide quarterly expenditures update to church leadership.

8. Manage IT/technology vendor and supplier relationships and related contractual and service level agreements to ensure services are provided on time and within budget.
9. Identify on-going technology training needs on church staff and leadership and identify vendors/suppliers for providing such training.

Relevancy and Networking Responsibilities
1. Routinely identify emerging technologies, and effectively manage the integration of new technology into the church infrastructure with focus on cost and efficiency.
2. Provide direction to leadership on efficient use of technology in communicating information to ministry members/leaders, and church programs and events to members and the community at-large.
3. Partner with important stakeholders to build a strong direction and future for the church's technology both within and outside of the church community.
4. Stay abreast of cutting-edge technologies, industry best practices and solutions by attending technology conferences and seminars with particular focus on technology as applied to religious and/or community not-for-profit organizations.

Requirements:
1. The position requires extensive experience in serving organizational missions in close alignment with the strategic priorities of the leadership team.
2. Possess a minimum of a bachelor's degree in a computer-related field, such as information science, computer science, management information systems or information science or commensurate experience.
3. A minimum of five (5) years of IT management experience in the field of information technology, project management and supervision.
4. Experience in not-for-profit para church organizations is helpful.
5. Excellent leadership and decision-making skills and a thorough understanding of business operations and management.
6. Strong interpersonal, writing and strategic planning abilities.
7. Possess extensive and authoritative knowledge of management techniques, practices and theories; a broad perspective to develop information technology programs, operations, integration and implementation of strategic priorities; IT department management with customer support, fiscal controls, strategic planning and project management; software application selection, acquisition, development, integration and implementation; data center and network operations.
8. Possess sound negotiation skills to leverage organizational purchasing power and to draw up the best contracts and service level agreements.
9. Must be a strong self-starter, possess ability to take initiative and capable of working in a fast-paced environment; possess strong organizational skills; ability to lead and manage effectively in a multi-task setting; above average knowledge and use of MS Office applications; working knowledge of MS Outlook, and MS Project a plus. Familiarity with database management and operational and analytical reporting solutions and web-site development experience is a plus.
10. Experience in current technology trends and solutions.
11. Keen analytical mind and problem solving skills.

Relevant Work Experience: Minimum of 5 years of IT management experience in the field of information technology, project management and supervision

Education Level: Minimum Bachelor's Degree in a computer related field
Compensation: $60,000 to $70,000
Benefits: Health Insurance Contribution, Paid life Insurance, Paid Sick and Vacation Leave, SEP Retirement Plan
Work Schedule: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays

Qualified candidates should submit their resumes as soon as possible to hrdept@stjohnbaptistchurch.org.   Only those candidates meeting the requirements in the position description and having the experience required will be contacted for an interview. No phone calls please.