



GLOBAL
METHODIST CHURCH

Director of Information Technology

Reports to: Connectional Operations Officer

Supervises: Software Developer

Location: Remote

Status: Full-time

Travel: 3-4 times per year for staff in-person meetings and other Global Methodist gatherings

Position Overview

The Director of Information Technology will lead the design, development, and maintenance of the Global Methodist Church's IT landscape. This strategic role ensures that technology systems effectively support the Church's mission and vision. This person will blend mature leadership, technical expertise, and a deep understanding of the GMC's organizational values and structure to bring excellence to the GMC and all IT-related areas.

Key Responsibilities

General IT/Infrastructure

- Develop IT system plans and budgets while managing IT service contracts.
- Serve as point of contact with infrastructure vendors.
- Develop and implement a strategy for historical document retention.
- Oversee or perform support for MS365/Teams for staff and GMC leaders.
- Oversee or perform support for database maintenance and backup.
- Oversee domain registration.

Application Architecture

- Help analyze the organizational needs of the GMC and IT systems that can meet those needs.
- Provide data modeling and system design services for new applications.
- Provide consultation on user process design. Ensure processes align with organizational needs and current system strategies, are simple for users to perform, and integrate with other related systems.
- Perform product evaluations for software applications being considered for use in the GMC based on feedback and requirements from stakeholders.

Application Development & Support

- Serve as project/team leader for application development and systems support. Oversee the development and implementation of new application functionality.
- Oversee and participate as a team member in the development, migration and support of applications:

- Atlas (UI Bakery platform, SQL Server Database)
- Public forms submission to database and related approval systems for various purposes, including clergy, church, conference applications.
- Oversee importing/exporting data for mass updates.
- Reporting, statistics, and data analysis.
- Data and interface for website 'Find-a-church' map.
- General Conference applications.

Qualifications

Education & Experience

- Bachelor's degree required, and masters preferred.
- Minimum of 10 years of experience in the IT sector.
- Leadership experience in an organization with many diverse user communities.
- Experience working in a software architect role, designing and developing applications.
- Experience working within the GMC organization, with an understanding of its beliefs and mission and a passion to see it succeed.
- Broad technical experience, including the use of low-code platforms.

Skills & Competencies

- Effective leader and quick learner with strong problem-solving skills.
- Strong communication skills.
- Extensive understanding of the Global Methodist *Book of Doctrines and Discipline*.
- Excellent coordination skills, with an ability to work with others throughout different levels of the organization.
- Strong administrative skills and proficiency in the use of Microsoft Excel and building budgets.
- Ability to understand and leverage software and technology for solving organizational-wide process issues.
- Knowledge and experience using SQL Server and low-code development tools. Tools currently being leveraged include UI Bakery, Jotform, Power Automate, and Power Query.

Personal Attributes

- A passion to serve others with the heart of Jesus.
- A commitment to help build a healthy team culture within the Global Methodist staff.
- A growing love for Jesus and His Church.
- Commitment to the mission and values of the Global Methodist Church.