



## Opportunity: IT Manager

### Compensation and Benefits:

- Salary up to \$125K
- Company paid health and life insurance for employee
- Subsidized health, dental, vision, STD, LTD, and life insurance for employee and family
- 401(k): 3.5% company match up to 6% employee contribution
- PTO: 2 weeks + 10 paid holidays + 5 sick days
- Health Savings Account
- In office daily

### Key Responsibilities:

- **Leadership & Strategy:** Lead IT teams in developing and executing technology strategies that align with business goals.
- **Managed Services & Vendor Management:** Oversee IT services, manage vendor relationships, and ensure adherence to SLAs.
- **Infrastructure & Security:** Enhance IT infrastructure, implement security protocols, and ensure the protection of organizational assets.
- **Microsoft Expertise:** Use advanced knowledge of Microsoft technologies (Office 365, Active Directory, MS Server) to optimize performance.
- **Process Management & Execution:** Design and implement IT maintenance schedules, and manage software solutions integration.
- **Collaboration & Communication:** Work with cross-functional teams to define and implement IT projects and solutions.
- **Disaster Recovery & Strategic Planning:** Maintain disaster recovery plans and ensure scalability and business continuity.

### Technical Requirements & Competencies:

- **Business Acumen & Leadership:** Expertise in business processes, decision quality, and organizational agility at the Director level.
- **IT Infrastructure & Security Expertise:** Advanced knowledge of network systems (Meraki), servers, cloud platforms, and security best practices.
- **Microsoft Technologies:** Expertise in Office 365, Active Directory, MS Server, SQL Server, and related systems.
- **Reporting & Data Management:** Proficiency in SQL queries, Crystal Reports, and SSRS.
- **Project Management & Process Optimization:** Proven ability to manage IT projects, optimize processes, and improve operational efficiency.
- **Training & Development:** Capability to identify training needs and coordinate technical training for staff.

**Jeff Smith**, Director of Technology Recruiting, at [Jeff.Smith@vaco.com](mailto:Jeff.Smith@vaco.com).



**Qualifications:**

- 5+ years of progressive experience in technology management, with a strong background in managed services and security.
- Experience working in mid to large-sized companies, with nonprofit or foundation experience a plus.
- Bachelor's Degree in IT, Computer Science, or a related field.
- Relevant certifications (e.g., Microsoft Certified Solutions Expert, CompTIA Security+, Cisco) are a plus.

**Tasks/Functions:**

- **Vendor/Supplier Management:** Establish and manage vendor relationships to ensure operational needs are met.
- **Project & Process Management:** Collaborate with departments to implement IT solutions and improve efficiency.
- **Innovation & Training:** Explore new technologies and train staff on technical tools and data management.
- **Policies & Procedures:** Recommend and maintain IT policies, and support external audits as needed.

**To Apply:**

We encourage you to take the next step in your career and apply for this exciting opportunity with the **San Antonio Foundation**. If you're ready to take on a leadership role and make a real impact within our organization, we'd love to hear from you!

Please send your resume and a brief cover letter to **Jeff Smith**, Director of Technology Recruiting, at [Jeff.Smith@vaco.com](mailto:Jeff.Smith@vaco.com). In your cover letter, feel free to share why you're excited about this position and how your skills align with the role and mission of the **San Antonio Foundation**.

We look forward to reviewing your application and discussing how you can contribute to the future success of our team!

**Jeff Smith**, Director of Technology Recruiting, at [Jeff.Smith@vaco.com](mailto:Jeff.Smith@vaco.com).