



Position Description:

Chief Technology Officer (CTO)

America 250 Foundation

Alexandria, Virginia

November 10, 2021

The America 250 Foundation is the supporting 501c3 for the U.S. Semiquincentennial Commission. The Commission was enacted by the U.S. Congress in July 2016, and signed into law by President Barack Obama on July 16, 2016. The America 250 Foundation was created in August of 2019 and is the primary provider of all planning, programs and many services to the Commission. Together the Commission and the Foundation work under the umbrella called America250.

America250 is a multi-year effort to commemorate the semiquincentennial, or 250th anniversary, of the United States. The purpose of America250 is to catalyze a more perfect union by designing and leading the most comprehensive and inclusive commemoration in our country's history. America250 represents a coalition of public and private partners all working together to create initiatives and programs that honor our first 250 years and inspire Americans to imagine our next 250. The commemoration period began in 2021, culminates on July 4, 2026, and officially concludes in 2027.

Our purpose. To catalyze a more perfect union

Our mission. To commemorate our 250th anniversary with inclusive programs that inspire Americans to renew and strengthen our daring experiment in democracy

Our vision. The shared experiences of America250 will ignite our imaginations, elevate our diverse stories, inspire service in our communities, and demonstrate the lasting durability of the American project.

Position. Reporting to the Chief Executive Officer, and serving as a key member of the Foundation's Senior Team, the CTO manages and directs the organization toward its primary mission with technology as a tool for scale, efficiency and quality based on budget and organizational goals, by performing the following duties personally or through tech dept staff.

Responsibilities. Strategic/Essential Duties and Responsibilities include the following:

Provide **strategic support for external facing digital initiatives** that support A250's mission

Establish current and long range objectives, plans, and policies

Create a technical vision for the organization and plans for implementation of new technical projects or products

Monitor performance of IT systems and/or services to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure/services

Help define the organization's IT strategy, architecture, and processes

Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs

Dispense advice, guidance, direction, and authorization to carry out major plans and procedures, consistent with established policies and management approval

Review operating results of the organization, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results

Create technical budgets and allocates resources, and determines schedule of product/project deadlines

Provide day-to-day IT operational support to the organization's staff, troubleshoot hardware and software issues related to internal IT

Establish and maintains an effective system of communications throughout the organization

Analyze new vendors and technologies and runs competitive analyses

Supervisory Responsibilities. This job will have some supervisory responsibilities in the future.

Competencies. To perform the job successfully, an individual should demonstrate the following competencies:

General project management - excellent PM skills and strong ability to prioritize

Analytical - Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; design workflows and procedures

Problem Solving - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics

Cooperation - Establish and maintain effective relations; exhibit tact and consideration; offer assistance and support to co-workers; work cooperatively in group situations; work actively to resolve conflicts

Communications - Express ideas and thoughts verbally; express ideas and thoughts in written form; exhibit good listening and comprehension; keep others adequately informed; select and use appropriate communication methods

Visionary Leadership - Display passion and optimism; inspire respect and trust; mobilize others to fulfill the vision; provide vision and inspiration to peers and subordinates

Cost Consciousness - Work within approved budget; develop and implements cost saving measures; contribute to profits and revenue ; conserve organizational resources

Ethics - Treat people with respect; keep commitments; inspire the trust of others; work with integrity and principles; uphold organizational values

Strategic Thinking - Develop strategies to achieve organizational goals; understand organization's strengths & weaknesses; analyze market and competition; identify external threats and opportunities; adapt strategy to changing conditions

Qualifications. To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience

7-10 years of experience working on IT operations

Firm grasp on IT infrastructure and operational best practices

Experience leading and managing large IT projects and rolling out IT infrastructure and services across various technologies

Excellent working knowledge of computer systems, security, network, and systems administration, databases and data storage systems

Strong critical thinking and decision-making skills

Excellent project management skills and strong ability to prioritize

Experience presenting executive presentations for boards of directors and/or team members.

Poise and confidence needed to establish credibility and respect with audiences and individuals.

A passion for America 250's mission and purpose

A truly other oriented individual who is actively supportive of others on the team and considers the respectful treatment of their colleagues as an imperative

To apply for this position, please email your resume and cover letter to jobs@america250.org with the job title in the subject line.