

FIRST NATIONS

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INFORMATION TECHNOLOGY ASSOCIATE DIRECTOR JOB DESCRIPTION (COLORADO OFFICE)

Position Title:	Information Technology Associate Director
Reports To:	VP – Grantmaking, Communications, Admin, NALK
Job Level:	Exempt
Location:	Longmont, CO
Supervises:	Information Technology Staff
Date Reviewed:	June 2025

POSITION SUMMARY

The **Information Technology (IT) Associate Director** plays an integral role in providing overall direction and management of information technology (IT) operations, while ensuring the department provides efficient and effective technical support services. The **IT Associate Director** will be responsible for planning, directing, and coordinating all IT infrastructure including cybersecurity, data protection, and compliance.

MANDATORY COVID-19 VACCINATION

First Nations requires all staff to be fully vaccinated against COVID-19. First Nations follows the Centers for Disease Control's (CDC) [COVID-19 vaccination recommendations](#). The selected candidate must provide proof of full vaccination against COVID-19 prior to hiring by submitting vaccine documentation to Human Resources at humanresources@firstnations.org.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Essential job duties are performed in adherence to First Nations' standards, policies, and procedures, and to local, State, and Federal laws and regulations. Job duties listed below are not intended to be all-inclusive and this position may be required to perform other job-related duties as assigned. With direction from this position's supervisor and First Nations' leadership team, this position is responsible for:

- Direct the overall development, implementation, and maintenance of policies, procedures, and processes for the IT department and systems in alignment with First Nations' IT Strategic Assessment.
- Maintain security of systems and networks while also ensuring compliance with applicable requirements and regulations.
- Perform risk assessments to develop response strategies and implementation of business continuity protocols to minimize disruption of business operations in the event of an emergency situation.

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- Analyze IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, system capabilities, and other metrics.
- Assist with facilitating IT security audits and investigations.
- Direct and manage IT project execution to ensure adherence to budget, schedule, and scope.
- Develop and manage First Nations' annual IT budget.
- Provide the leadership team with IT recommendations and best practices to include emerging technology trends, maintenance of systems, cybersecurity, data storage, and data protection.
- Develop and maintain relationships with external IT vendors and service providers.
- Provide ongoing staff training regarding usage of IT systems.
- Maintain strict confidentiality of sensitive employee data and company information in accordance with First Nations' policies.
- Perform supervisory duties including the hiring, training, work assignments, and performance management of assigned staff in accordance with First Nations' policies and applicable laws.

EDUCATION AND EXPERIENCE

Minimum Requirements

- Bachelor's degree in Information Technology, Computer Science or related field
- Minimum of five years of experience managing an IT team or department
- Experience developing and implementing IT policies and procedures based on industry best practices
- Experience in analysis, implementation, and evaluation of IT networks and infrastructure
- Experience conducting comprehensive IT trainings for employees
- Must successfully pass a background check
- An equivalent combination of education and/or experience may be considered
- Availability to travel occasionally (generally once or twice a month)

Preferred Requirements

- Master's degree in Information Technology, Computer Science or related field
- CISSP, CRISC, or other IT certification
- Experience and knowledge regarding nonprofit organizations and best practices
- Knowledge of and familiarity with Tribal Sovereignty and the historical and contemporary legal development and workings/status of Tribal Nations (highly desirable)
- Demonstrate experience working with diverse cultures/audiences, and specific experience with American Indian, Alaska Native and/or Native Hawaiian communities and cultures

KNOWLEDGE AND SKILL REQUIREMENTS

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- Adaptable to learning and mastering new software and databases quickly
- Strong analytical and problem-solving skills
- Excellent customer service and interpersonal skills
- Strong written, verbal, and listening communication skills
- Positive attitude, good teamwork skills, and the ability to work closely and patiently with people at all levels of experience and proficiency
- Demonstrated ability to work in a team environment
- Competent self-starter who takes initiative and works independently
- Strong administrative ability with keen attention to detail
- Ability to organize, prioritize, and manage multiple projects, and work under pressure to meet deadlines on multiple job assignments
- Ability to facilitate trainings for staff including developing and delivering professional presentations and trainings for staff in small or large group settings

MEASURES OF SUCCESS

1. Ensure full implementation and maintenance of the organization's IT Strategic Assessment.
2. Ensure the organization's technological equipment is working and ready to use.
3. Research and provide information regarding how to utilize the organization's technology to maximum extent.
4. Provide timely response and solutions for technology issues as they arise.
5. Generate timely and accurate information technology reports.
6. Maintain compliance with all technology compliance regulations and ensure the organization's IT practices are meeting industry best practices.
7. Comply with all First Nations' standards, policies, and procedures.
8. Demonstrate strong teamwork and collaboration with all colleagues.
9. Communicate and interact effectively with leadership, staff, and vendors.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Prolonged periods of time sitting at a desk and working on a computer.
- Moderate noise consistent with general office environment.
- Occasional walking, bending, kneeling, stooping, and crawling.
- Lift, push, pull, or carry various objects weighing up to 15 pounds on occasion.
- Hybrid work schedule possible after first 90 days of employment (two days in office, two days at home)

EMPLOYEE BENEFITS

First Nations provides competitive employee benefits which include:

- Health insurance with First Nations' contribution that includes vision and dental

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- Employee life insurance with optional supplemental insurance for self/immediate family
- 403b Retirement Plan with up to 3% employee salary match by First Nations
- Flexible Spending Account
- 9 paid holidays per year
- Paid time off from December 25 to January 1 each year during office closure
- 32-hour work week (Monday-Thursday); paid vacation time starting at 64 hours per year
- Paid sick leave, 64 hours annually, for illness or to tend to immediate family health needs

The salary range for this position is \$81,000 to \$108,375 annually.

Starting salary is dependent on skills and experience.

TO APPLY FOR THIS POSITION

- Complete the job application form at: [First Nations Employment Application Form](#). You will be asked to upload your cover letter, resume, and three references in the job application.
- If you require reasonable accommodation in completing the application, interviewing, or completing any pre-employment requirements, please direct your inquiries to humanresources@firstnations.org

We appreciate your interest in this open position at First Nations and look forward to reviewing your application.

First Nations Development Institute is an Equal Opportunity Employer.