



**Job Title:** Information Technologies (IT) Manager

**Department:** Central Campus

**Reports to:** Innovation Director

**Status:** Exempt

**Supervisory role:** No

**Last updated:** 6/2/2025

International Christian Center wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

**Job Summary:**

Reporting directly to the Senior Associate Pastor for Technology & Creative Arts ("Pastor"), the Information Technologies Manager ("IT Manager"), serves International Christian Center ("ICC"), as the Chief Information Officer for the church. As such, the IT Manager adds values and drives efficiency using technology by building strategies and solutions that meet the vision goals of ICC.

The IT Manager is always looking for ways to integrate technology and efficiency to cut costs, save time, and achieve the organization's ministry and technology objectives. He must continually find ways to successfully manage a large technology budget, without sacrificing quality and service, in addition to overseeing other departmental projects through to completion. The IT Manager will spend a significant amount of time communicating with, establishing and maintaining relationships with outside vendors to gain access to the latest technology solutions available. Further, the IT Manager must grow, manage, mentor and lead his team in a life-giving way so that as a team they may be able to effectively support the mission of ICC. The IT Manager must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Experience and Knowledge Required:**

- Strong work tenure: At least 5 years of experience managing a technology team
- Must have strong leadership instincts and a proven track record of leading high-quality individuals
- Must possess expertise in aligning and leveraging technology for the advantage of the church
- Must possess strong life-giving relational & management skills
- Strong technology and business acumen
- Must be able to create and manage change
- Ability to hire, develop and retain high quality IT professionals

### **Essential Functions and Responsibilities:**

- Provide technological guidance within the organization
- Supervise information system and communications networks
- Develop and implement a customer service platform to serve the organization in every aspect
- Design, establish, and maintain a network infrastructure for local and wide area connectivity and remote access
- Consult with administration, department managers, and manufacturing representatives to exchange information present new approaches, and to discuss equipment/system changes
- Participate in vendor contract negotiations for all new computer equipment and software purchased for the corporation
- Create a cost-benefit analysis as well as supporting a detailed definition of data requirements and departmental workflows
- Create and maintain an annual Information Technology budget
- Oversee Internet and computer operations
- Manages the day-to-day operations of the information technology department including directing staff, who support administrative computing, networking, user services, telecommunications and other information technology functions
- Assess and anticipate technology projects and recommend appropriate action and resources
- Establish and direct the strategic and tactical goals, policies, and procedures for the information technology department
- Propose hardware/software solutions to accomplish the church's ministry objectives
- Identify user needs and resolve problems
- Must create and maintain integrity and security of the ICC data systems & network

### **Other Duties and Responsibilities:**

- Build and maintain relationships with other ministry partners of ICC
- Support the other ICC ministry areas such as ICC College
- Represent ICC at ministry roundtables & conferences
- All other duties as assigned

### **Attributes:**

- Must pass a background check and be able to be entrusted with confidential areas and materials on the ICC network
- Extensive life experience who can bring objectivity to day-to-day situations
- Positive and "can do" approach to the position
- A servant's heart; eager to go over and beyond
- Fun & enjoyable. Someone others want to be around
- Must be able to maintain a flexible schedule
- Embraces the vision & culture of ICC to fulfill the Great Commission with integrity and passion.

### Working Conditions and Requirements:

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift to 25 pounds regularly and 50 pounds on occasion.

At ICC, every staff member is a minister and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff positions. An essential function within every position held by a staff member of ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.

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Employee Name (Printed)

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Employee Signature

Date

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Supervisor Signature

Date