VP TECHNOLOGY

ROLE DESCRIPTION

The VP TECHNOLOGY establishes, develops and expands an IT strategy for the Federation and provides insight into relevant short- and long-term trends in IT. Finds solutions that matches the goals of the network and manages service providers in the implementation (development) and operation (maintenance, hosting) of the IT system and membership platform.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board members.

DUTIES and RESPONSIBILITIES:

- Recruit and lead a winning team of volunteers to deliver on the Technology strategy, with the mindset to empower City Networks and acts as champions for the Federation.
- The coordination of the operations and continuous improvement of the Federation-wide technology infrastructure and resources, including the shared web community platform.
- Defines an IT strategy for the Federation and provides insight into relevant short- and long-term trends in IT.
- Defines a vision of the IT system and processes of the Federation and defines a roadmap towards the vision and communicates the IT vision, processes and progress to the Board Members.
- Finds solutions that match the goals of the network and ensures that the network has the best technology within its budget.
- Procures services from vendors to develop, maintain, and host the system and manages service providers in the implementation (development) and operation (maintenance, hosting) the IT system.
- Assesses feature requests and arranges for them to be implemented in a controlled and quality manner.
- Monitors and reviews development of the system against functional and technical requirements. Monitors and reviews quality of operations of the system.
- Defines a transparent process so that quality is measured against deliverables by vendors.
- Works with service providers to drive efficiency, quality and innovation in the system.
- Liaises with a team of Community Support Managers - who are volunteers within our network. They will be "super-users" of the system who have more rights than the average user. Using these extended rights, they will be able to solve content problems for the City Network Members. The team will write user manuals.
- Coordinates and communicates with the Technology leads across all city networks to share best practices and ideas.
- Participates in monthly board teleconference, and shares with other Federation Board Members, and regularly attends City Network President teleconferences.

Time Commitment: **Approx. 3-5 hours per week** (variable and dependent on creation of a support team).

<u>IDEAL BACKGROUND / EXPERIENCE:</u>

- Experience in, and a passion for Technology and empowering our members' personal and professional growth.

BENEFITS:
- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers