

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Director

DEPARTMENT: NAD

SUPERVISORS: Treasurer

CLASSIFICATION: Full-Time / Exempt / Appointed

REMUNERATION RANGE / ANNUAL SALARY: 93% - 110% / \$94,080.56 - \$109,991.20

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayments, moving/relocation assistance, tuition assistance for students who attend Adventist schools, paid time off for holidays, along with paid vacation and sick leave.

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: The Director serves as advisor and facilitator to all areas of the Information Technology Services program in the North American Division. This includes leading the ITS team, overseeing the technology infrastructure, and developing and implementing IT strategies that support the mission of the Seventh-day Adventist Church.. .

AUTHORITY, ACCOUNTABILITY: Authority as defined by the North American Division *Working Policy*. Responsible for directing the administrative activities of the Information Technology Services Department in accordance with North American Division policy and objectives. Responsible to the corporate church body, through assigned Officer, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Director is responsible for recommending selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee.

ESSENTIAL JOB FUNCTIONS

- Manages department in order to provide quality service, in areas of programming, networking, e-mail, hardware, hosting, installation, training, data center management, and other technology related areas.
- Ensures that the ITS Department manages and operates within assigned annual operating and capital budgets.
- Creates an IT strategy in consultation with NAD Administration for what services and applications to develop and/or license for future needs of NAD.
- Oversees and works with ITS team to evaluate needs, place orders, approve payment, and monitors arrival of purchases such as software, hardware and other products.
- Oversees development of software and hardware standards for NAD.
- Works with ITS team to develop and implement computer security policy and procedures to be compliant with relevant regulation including HIPAA, PCI DSS, GDPR, and state regulations.
- Creates and oversees an incident response team and maintain its readiness to respond to data breaches and security incidents in coordination with the office of cybersecurity and data protection
- Serves as a member of the NAD Technical Standards Committee and acts as the committee's secretary.

- Fosters a community of Adventist IT professionals within the NAD organizations through the NAD Technical Standards Committee, where best practices, standards, and opportunities for cooperation can be identified
- Provides regular training, mutual sharing of experience, and introduction of strategic vendors at NAD Technical Standards Committee for IT professionals at Adventist organizations within the NAD.
- Develops, maintains various computer software, hardware, training, ISPs and other related contracts as they pertain to the North American Division office and other Seventh-day Adventist organizations.
- Coordinates work of the ITS Department with that of other departments, services, and with the administration of the NAD, especially when prioritizing software development and hosting projects.
- Advises administration and departments on issues pertaining to technology and applications, and possible collaborations within and outside the NAD.
- Guides and coordinates activities of associate directors, team leaders, and other personnel engaged in carrying out ITS Department responsibilities in accordance with the purposes, procedures, and policies of the Seventh-day Adventist Church.
- Reviews workloads, schedules, itineraries, and status of ongoing projects in order to plan further activities.
- Develops, motivates, and evaluates ITS staff.
- Ensures that staff productivity and morale remain high.
- Resolves conflicts that arise among staff members.
- Performs other duties as assigned by supervisor.

EDUCATION/CERTIFICATIONS/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) in Information Science or related field required. Graduate degree preferred. Experience in administration at higher levels of church organization, i.e., director of the Information Technology department of conferences, unions, divisions, and/or denominational institutions. Comprehensive knowledge of computer equipment, software and a broad understanding of hardware, networks, server administration and software development. Desired Certifications: CGEIT—Certified in Governance of Enterprise IT, GIAC Information Security Fundamentals (GISF), MCSE—Microsoft Certified Systems Engineer, CISA—Certified Information Systems Auditor. Eight years of successful, related experience required for satisfactory performance of essential job functions.

KNOWLEDGE AND SKILL: Specialization within the area of Information Technology. Ability to organize, motivate, and lead. Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership, and organization. Ability to perform administrative functions; to develop long- and short-term plans and programs; to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Ability to delegate, supervise, and assist employees in personal and professional growth.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division, and outside personnel on a daily basis. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person and on the telephone. Individual must exhibit ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and Seventh-day Adventist church.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to communicate both orally and in writing. Inasmuch as employee is an exempt employee, it is expected that the

individual will work the hours required to complete assignments (i.e. no less than 38 hours per week). Some standing, walking, bending, kneeling, carrying of light items, etc., required. Must be able to travel extensively in all parts of the North American Division territory under varying conditions.

WORKING CONDITIONS: Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours.

EQUAL EMPLOYMENT OPPORTUNITY:

The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT:

Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

April 14, 2025