**Western Golf Association/Evans Scholars Foundation**

**Information Technology Manager**

**Organization:**

Founded in 1899, the Western Golf Association's [championships](http://www.wgaesf.org/site/lookup.asp?c=dwJTKiO0JgI8G&b=6021365) rank among the oldest and most prestigious in the United States. We use our tournament legacy and reputation to further our charitable mission, the Evans Scholars Foundation, which awards full tuition and housing college scholarships to caddies from families of modest means. Since 1930, over 10,000 young men and women have graduated as Evans Scholars. Please visit [**www.wgaesf.org** t](http://www.wgaesf.org/)o learn more about the organization.

**Position:**

The Information Technology (IT) Manager oversees all IT functions for the Western Golf Association/Evans Scholars Foundation (WGA/ESF). This position will work primarily out of the Golf, IL location, but may need to travel to the Oak Brook and Downtown Chicago locations as needed. The IT Manager will report to the Chief Financial Officer.

**Specific technical responsibilities include: Hardware**

* Manage and maintain all WGAESF hardware:
* Workstations (desktops and laptops, approximately 50 devices)
* Servers (Windows Server 2008 R2 with Exchange 2010)
* Networking hardware
* Desk phones (Avaya IP Office)
* Mobile devices (cell phones and tablets)
* Printers and copiers
* Projectors and screens
* Speakers and Microphones (Bose L1 and Shure)
* Troubleshoot all issues as they arise.
* Refresh and upgrade hardware as needed.
* Manage secure access to the network for remote users.

**Software**

* Update all servers and workstations with the latest versions of all software.
* Install new software on all machines as needed.
* Create and execute training sessions for all staff and volunteers as needed.
* Build new functionality for our website and SharePoint tools.
* Troubleshoot and manage all issues and crisis situations as they arise.
* Recommend new software to help staff and volunteers better accomplish their daily tasks.

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**Additional responsibilities, requirements and qualifications:**

* Bachelor’s degree.
* 4-5 years professional experience in a fast paced environment.
* Solid understanding of how technology works, interconnects, and fits into all aspects of an organization.
* Proficient with all software in a Windows environment (Windows 7/8, Server 2008 R2,

Exchange 2010/2013, Office 365, Office 2010/2013, SharePoint).

* Proficient with Blackbaud products (Raisers Edge, Sphere, Financial Edge)
* Familiar with all Adobe Creative Suite Products, including Creative Cloud.
* Strong understanding of HTML, CSS, and JavaScript (JQuery)
* Experienced with all aspects of data conversions.
* Design and implement needed maintenance procedures.
* Implement disaster recovery and back up procedures.
* Desire to continuously learn new skills and improve current skills.
* Familiar with setting up and controlling audio/visual equipment (projectors, speakers, and microphones).
* Ability to juggle multiple tasks at once and prioritize those most important, especially

under pressure.

* Talent in explaining technical materials to non-technical users.
* Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, etc.
* Interest in the future of technology and how new systems/tools can better enable employees to be more productive and efficient.
* Personal qualities of integrity, credibility, and dedication are required given the mission

of WGA/ESF.

* Must be a hands-on manager with a desire to work in a dynamic, mission-driven and goal-oriented environment.

**Compensation:**

* Commensurate with experience, includes benefits.

**Start Date:**

* September 1, 2015.

Send resume and recent salary history electronically to: [**technology@wgaesf.org**.](mailto:technology@wgaesf.org) No phone calls will be accepted.