

WFDF Seeks IT Administrator/Consultant

WFDF is looking to appoint an IT Administrator/Consultant to oversee all technology operations and the implementation of new IT systems and policies, as well as supporting WFDF personnel in their day to day technology needs. The ideal candidate will be experienced in creating and implementing IT policies, hardware and software systems, and services that will meet objectives. They would also be able to provide support to WFDF personnel within an agreed service time frame. The role is to be structured as a part-time consultancy, and applicants can either be individuals or IT firms servicing similar types of clients. The IT Administrator/Consultant would report to the Executive Committee and be given direction by the IT Committee. Applications should be sent to Igor Jankovic at igor.jankovic@wfdf.org by no later than Friday, November 1, 2019.

The role includes:

- Overseeing all technology operations and evaluating them according to established goals
- Devising and establishing IT policies and systems to support the planning and implementation of strategies set by the IT Committee / WFDF Board
- Analysing the requirements of all WFDF personnel to determine their technology needs
- Recommending the purchase efficient, cost-effective, secure and robust/reliable technological solutions and equipment
- Continually evaluating the use of technological solutions and equipment to ensure functionality and efficiency
- Identifying the need for updates, upgrades, or replacements, and researching and recommending new systems, software and services, and reporting to IT Committee
- Preparing an annual budget and ad hoc requests for approval by the board
- Control budget and report on expenditure
- Assisting in building relationships with vendors and creating cost-efficient contracts
- Researching and recommending new products / systems
- Leading efforts to improve all WFDF processes through the use of IT

Requirements:

- Proven experience as IT director or similar role
- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Experience in controlling an information technology budget
- English fluency
- Ability to work on a globe-scanning schedule
- Availability to handle emergency issues as they arise

Desired qualities:

- Sound understanding of technology systems
- Excellent organizational and communication skills
- Problem-solving and analytical skills
- Adaptability
- Project Management skills
- Work experience in a board-driven and/or non-profit and/or sports environment
- Familiarity/experience with disc sports is a plus but is not required

Examples of existing service support for:

- WFDF Website administration and maintenance
 - Security updates, minor content fixes, user management, training, etc.
- Ensure appropriate user training of all WFDF personnel on how to use all systems and software effectively
 - Email, Backup and Security, Website, Newsletters, Voting, Records, etc.

- Liaise with service providers & outside contractors
 - Website devs and host, Score Reporting system, Email host, etc.
- Day to day project work, as directed by the IT Committee
 - Implementation of Google Suite or similar and migration from legacy systems
 - New domain & website migration and launch
 - Many, many more projects to come.
- IT Support for all WFDF personnel, this includes but is not limited to:
 - Employees, contractors, board members, and volunteers
 - Provision of remote support for troubleshooting hardware or software problems.
- Writing and maintaining up to date documentation of all WFDF IT systems

Examples of possible upcoming projects:

- New website launch
- Yahoogroups to mail list migration
- Email Migration
- Cloud storage and backup implementation
- System for tracking consultant work hours
- Electronic score reporting system for events
- Electronic SOTG reporting system for events
- Registration system for events
- Electronic voting system upgrade
- Supporting a disc skills certification system
- World record administration tool
- Stakeholder database
- GDPR review and ongoing compliance monitoring

To apply:

Please submit applications that include a cover letter and background on the candidate (either a CV or description of the firm and bios of key staff to be assigned to the account), highlighting experience with similar clients, and 2-3 references. Also, please state your compensation expectations, whether hourly, or on a monthly or annual basis.

Submit applications by no later than **November 1, 2019** to Igor Jankovic at igor.jankovic@wfdf.org.