



Founded in 1960, The Skillman Foundation works to transform the education system, nurturing the brilliance and power of Detroit youth. In 2024, we launched [People Powered Education](https://www.skillman.org/people-powered-education), a ten-year initiative that equips youth, educators, parents, and communities to collaborate with policy and systems leaders to advance excellent and equitable education in Detroit. For more information, please visit www.skillman.org.

We're looking for a **Director of Information Technology (IT)** to lead with both strategy and heart. Are you someone who is ready to drive the Foundation's technology strategy to power our mission -- and the people behind it? Reporting to the Chief Operating Officer (COO), the Director of IT will lead a comprehensive technology function in support of the Foundation's mission. They will bring information cohesion, institutional expertise, and long-term vision to a function of growing importance and complexity.

The Director of IT will be responsible for the quality delivery of all IT services and provide leadership in support of multiple efforts to modernize the Foundation's IT systems and increase user productivity. This role also includes responsibilities in leading the strategic planning and implementation of IT systems, infrastructure, and cybersecurity protocols.

Principal Responsibilities

Outsourced Partner Management

- Ensure service levels, deliverables, and priorities reflect the Foundation's evolving technological needs. Evaluate the Foundation's external technology partners' performance, cohesiveness with the Foundation's mission and strategic goals, and continue to identify opportunities to optimize the relationship over time.
- Act as the project lead for system-level improvements and implementations with leadership on evaluation and system integration with the Foundation's existing systems. This includes implementing new systems (i.e., customer relationship management (CRM)) and integrating existing data tools to advance the Foundation's strategic mission. This will include data security, team training, and managing the ongoing maintenance of all internal system updates.
- Enhance information technology (IT) systems for secure, efficient operations and knowledge management, including collaborating with external consultants to maintain and optimize the Foundation's infrastructure and implement solutions that support the Foundation's organizational goals.

Technology Strategy

- Develop a multi-year technology roadmap in collaboration with the COO and the Foundation's external technology partner. Advise the Foundation's Executive Leadership Team (ELT) on emerging technologies, associated risks, and investment decisions aligned with the Foundation's strategic direction.

Systems and Applications

- Provide strategic oversight of specific solutions, including artificial intelligence (AI), grants management systems, financial systems, document management, and collaboration tools. Partner with the technology associate and outsourced partner on implementation, upgrades, and day-to-day support.

Cybersecurity and Compliance

- Establish and maintain cybersecurity protocols and data governance policies appropriate for an organization handling sensitive grantee, financial, and personnel data. Ensure alignment with legal requirements and best practices for the Foundation.

Data Governance

- Develop policies for data privacy, retention, and access controls in coordination with legal counsel and outsourced technology partner.

Business Continuity

- Oversee disaster recovery and business continuity planning in partnership with COO and the outsourced technology partner, ensuring plans are current, tested, and operationally sound.

Team Collaboration

- Collaborate with all internal teams – Communications, Learning & Impact, Operations, and Program to ensure IT infrastructure supports organizational needs and goals.
- Serve as a thought partner in cross-functional initiatives involving technology and space planning.
- Foster a user-centered approach to IT support, ensuring staff feel confident and supported in their use of systems.
- Develop and implement staff training programs to improve digital literacy and the effective use of technology tools.

Perform other duties as assigned.

Knowledge, Skills, & Abilities:

- Champion a culture of continuous improvement and innovation in technology use across the Foundation.
- Demonstrated experience in managing external vendors and service providers, including contract negotiation and performance oversight.
- Strong technical proficiency in IT infrastructure technologies and domains, including networking, telecommunications, data center, server virtualization, data protection, cloud computing, and user technologies.
- Proficient with Microsoft Office Suite or other related software.
- Strong project management, budgeting, and vendor negotiation skills.
- Excellent leadership and interpersonal skills.
- Effective problem-solving and decision-making abilities.
- Excellent multi-tasking, organizational, and time management skills with acute attention to detail.

- Excellent verbal and written communication skills, analytical and critical thinking skills.
- Ability to prioritize tasks and delegate them when appropriate, while managing resources efficiently and cost-effectively.
- Strong sense of integrity, discretion, and trustworthiness.
- Thrives in a team environment and is also adept at working independently.
- Proven track record of being calm and focused under pressure, resolving and diffusing situations, while maintaining professionalism.
- Self-motivated, strong work ethic, and maintains accountability for actions and outcomes.
- High-energy, forward-thinking individual who needs minimal guidance and supervision and who has a successful record of managing multiple high-level projects.

Professional Experience & Education

- Bachelor's degree or equivalent experience.
- Minimum of 7-10 years of progressive experience in facilities and IT leadership, including supervisory experience overseeing contractors and vendor teams. Nonprofit and/or philanthropy experience preferred.
- Minimum of three (3) years of direct management experience.
- Philanthropic experience preferred but not required.

HOW TO APPLY:

This is a full-time salaried position. The Skillman Foundation offers competitive salary offerings and excellent benefits that include medical with health savings account, dental, vision, flexible spending accounts (medical/dependent care), a 401(k) (with a match), life insurance, and disability coverage. The salary range for this position is \$130k-\$180k.

If you are interested, please send a cover letter and resume to hr@skillman.org no later than Friday, October 09, 2026. No phone calls, please.

The Skillman Foundation is an Equal Employment Opportunity Employer