



North Carolina  
Coastal Federation  
*Working Together for a Healthy Coast*

May 23, 2022

### **Job Announcement**

The North Carolina Coastal Federation is currently seeking a Technology Director. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast. The technical director is a new role that will work closely with the Headquarters office to advance and support the Federation's mission and will leverage new opportunities to further the mission using technology and digital tools.

**Title:** Technology Director

**Status:** Full-time or contract

**Salary Range:** \$65,000 to 95,000

**SUMMARY:** The technology director will be responsible for managing all IT and technical needs for the Federation and for implementing new ways in which technology can advance the Federation's mission.

### **PRINCIPAL RESPONSIBILITIES:**

- Co-create and implement digital strategy with staff to leverage google ads and other digital outreach tools
- Manage ongoing website update, including managing contractors and/or develop website alongside designers and contractors, managing budget and timelines, and act as the liaison between contractors and staff
- Ensure all staff are able to implement security protocols developed in conjunction with other staff
- Research and implement the following tech solutions in conjunction with key staff:
  - Phone system for new office
  - Digital file management system
- Create documentation and use-guides for all shared staff software
- Managing all hardware, including computers and printers, issuing new computers to staff
- On-board and off-board staff of all software and hardware, ensure that files have been reassigned as necessary
- Manage technical and hardware needs of transitioning from existing headquarters to new headquarters, existing offices
- Assist with current membership database as needed
- Identify and evaluate new opportunities that leverage technology to further the mission
- Engage diverse audiences

### **COMPETENCIES**

- Ability to create documentation for all software and hardware processes
- Ability to design and implement a digital file management system



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- Ability to develop or manage the development of website
- Ability to evaluate best solutions for staff and for mission
- Ability to manage IT and digital contractors
- Knowledge of JavaScript or ability to implement technical components of digital strategy as necessary
- Ability to work with technical and non-technical staff
- Strong personal environmental ethic
- High level of emotional intelligence and empathy
- Ability to assist in cultivating federation supporters

#### EDUCATION and EXPERIENCE

- 3-5 years of experience in programming, digital design or related field
- Experience designing a digital strategy and implementing google ads, social media ads or both
- Experience designing and/or developing websites
- Experience managing website and digital contractors

#### ADDITIONAL DESIRED SKILLS:

- Knowledge of Human-centered design
- Understanding of database design fundamentals
- Experience creating and conducting user interviews
- Experience with JavaScript
- Experience with nonprofit CRM tools, such as Blackbaud

**To Apply:** If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to [nccf@nccoast.org](mailto:nccf@nccoast.org) (no phone calls please). In the cover letter please outline your skills, abilities, and interest in the technology director position.

#### **Deadline to apply June 11, 2022**

North Carolina Coastal Federation  
3609 Highway 24 (Ocean)  
Newport, NC 28570  
[nccf@nccoast.org](mailto:nccf@nccoast.org)

**NO PHONE CALLS PLEASE**

#### *Equal Employment Opportunity*

*The North Carolina Coastal Federation is committed to equal opportunity in employment. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry, or other status protected by law.*