



IT Manager

Position Description

Cameron Can Foundation

IT Manager

Reports to Director of Finance & IT

Organization

Founded in 2011, the mission of the Cameron Can Foundation is to provide a continuing legacy of care for families of children who need long term medical assistance. No child should be denied a bright future because of the need for ongoing medical care. When a child has a chronic medical condition the care needed to keep the child thriving can place a real financial strain on what is already a very difficult situation. For many families there is very little in the way of financial support when they fall into the “donut hole” where their income disqualifies them from receiving charity care from the Hospitals/Providers, Division of Specialized Care for Children, AllKids in Illinois, Medicaid and similar programs. Even though many of these families earn an above average income, they are forced to live paycheck to paycheck indefinitely. There are little, if any, funds left to save for emergencies, pay for out of pocket therapies or future life planning. Should a major medical emergency occur, it could financially devastate the family forcing them to choose between paying the mortgage and paying the hospitals, therapists and physicians.

It is the intention of the foundation to help at least two families per year through our annual Cameron Can Event. The number of families targeted will vary from year to year based upon the previous year’s fund raising, the individual family’s needs, and the current status of the foundation accounts.

For more information, please visit www.cameron-can.com

Position

Reporting to the Director of Finance, the IT Chair will oversee the development, implementation and use of technology throughout the foundation. Areas of responsibility include the full range of information systems, including determining user requirements, recommending practical solution and leading efforts to improve the effective use of technology.

Responsibilities

- Work with appropriate end-users to define system user requirements for all software selection and implementation
- Work with Director of Finance & IT to negotiate and administer vendor, outsourcer and consultant contracts and service agreements
- Work with the Director of Finance & IT to manage financial aspects of IT requirements, including purchasing, budgeting and budget review
- Provide support and training for end users as required



- Manage the deployment, monitoring, maintenance, development, upgrades, and support of all IT systems, software applications, and peripherals
- Provide expertise and support during systems upgrades, installations, conversions and implementation
- Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users
- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements and documentation of modifications and upgrades
- Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing and service provision

Qualifications

- BA in computer science or equivalent education and experience
- At least 5 years of progressive IT experience
- Ability to meet deadlines, to conduct and direct research into IT issues and products and to take initiative in the development and completion of projects
- Strong project management, organizational and time management skills
- Creative and thoughtful on how technology can be utilized to advance the organization and its mission
- Self reliant, good problem solver and results oriented
- Ability to operate as an effective tactical as well as strategic thinker
- Ability to make decisions in a changing environment and anticipate future needs
- Passion for Cameron Can's mission

Time Commitment

- January-March: 5-10 hours per week
- April-December: 5-10 hours per month