



## KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

[www.jccotp.org](http://www.jccotp.org)

**JOB TITLE: Director of Information Management and Technology**

**SUPERVISOR: Amy Holtz, Chief Advancement Officer**

**STATUS: Full Time, On-Site**

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional passionate about fostering a supportive environment and empowering our staff through technological advancements.

### **KAPLEN JCC ON THE PALISADES**

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

### **POSITION OVERVIEW**

We are seeking a strategic and hands-on IT Director to lead our technology infrastructure, cybersecurity, application software and information management efforts. As a key member of the JCC senior management team, the IT Director will be responsible for ensuring that our technology and information systems align with the organization's mission and strategic goals. This role encompasses overseeing IT operations, digital strategy, data management and security, as well as managing information systems that support both programmatic and operational functions. The ideal candidate will have a passion for supporting mission-driven work and the expertise to build and execute an innovative IT strategy that drives efficiency, enhances security, and supports organizational growth.

## **RESPONSIBILITIES AND OPPORTUNITIES**

### **1. Strategic IT Leadership & Vision:**

- Lead the development and execution of the JCC's overall technology strategy, ensuring it supports both current and future organizational needs.
- Partner with senior leadership to integrate IT initiatives into broader organizational strategies and objectives.
- Establish and maintain technology policies, procedures, and best practices that align with industry standards and regulatory requirements.

### **2. IT Infrastructure & Operations Management:**

- Oversee the JCC's IT infrastructure, ensuring reliable, secure, and cost-effective operations across all systems and networks.
- Manage the implementation of enterprise/ERP solutions and cloud strategies to optimize scalability, performance, and flexibility.
- Ensure continuous availability, performance, and security of IT services and network services.

### **3. Cybersecurity & Risk Management:**

- Develop, implement, and enforce comprehensive cybersecurity policies and disaster recovery plans to protect sensitive data and critical systems.
- Proactively monitor IT systems for vulnerabilities and threats, ensuring effective incident response and risk mitigation.
- Conduct regular risk assessments, penetration tests, and compliance audits to maintain a high level of security.

### **4. Information Management & Data Strategy:**

- Lead efforts in managing the JCC's data systems, ensuring the accuracy, security, and integrity of organizational information.
- Collaborate with key stakeholders to optimize CRM systems and other digital tools, enhancing the JCC's outreach and engagement efforts and optimizing the member experience.
- Develop and implement strategies for improving data-driven decision-making across the organization.

### **5. Team Leadership & Development:**

- Lead and mentor a small team of IT professionals, fostering a collaborative, innovative, and growth-oriented work environment.
- Provide training, development, and support to ensure staff can effectively utilize technology and contribute to the organization's success.
- Drive team performance through regular performance reviews, professional development opportunities, and resource management.

### **6. Vendor & Contract Management:**

- Manage relationships with external IT vendors, consultants, and service providers to ensure high-quality service and cost-effective delivery.
- Negotiate contracts, oversee procurement processes, and evaluate vendor performance to ensure alignment with the JCC's goals and budget.

### **7. Leadership Team Collaboration:**

- Serve as a trusted advisor to executive leadership on technology and information security matters.
- Collaborate with other department heads to align IT strategy with organizational priorities, including marketing, fundraising, and program operations.

#### 8. **Customer Service & End-User Support:**

- Oversee the Help Desk function, ensuring timely and effective resolution of IT-related issues for JCC staff and stakeholders.
- Monitor service quality and continuously improve support operations to enhance user experience.

### **QUALIFICATIONS & SPECIALIZED SKILLS**

- **Education:** Bachelor's degree in Computer Science, Information Technology, Cybersecurity, or a related field. Advanced degrees or certifications in relevant areas (e.g., CISSP, CISM) are a plus.
- **Experience:** At least 5 years of progressive experience in IT leadership roles, with a strong background in infrastructure management, information security, application software and data strategy. Previous experience in a nonprofit or mission-driven environment is preferred. Experience with Salesforce/Traction Rec a plus.
- **Leadership:** Proven ability to lead, mentor, and inspire teams, with strong communication and interpersonal skills to collaborate across all levels of the organization.
- **Technical Expertise:** In-depth knowledge of IT infrastructure, cloud computing, website maintenance, enterprise software systems, cybersecurity protocols, and data management.
- **Problem-Solving:** A resourceful, hands-on approach to technology management, with the ability to balance strategic planning with practical implementation.
- **Budget & Vendor Management:** Experience in managing budgets, negotiating contracts, and optimizing resources to reduce costs while maintaining quality service delivery.
- Passion for working in a nonprofit setting, aligned with the JCC's mission to create community and support social good.
- Ability to think creatively and strategically to implement technology solutions that enhance organizational performance and engagement.
- A collaborative, transparent leadership style that builds trust and fosters a culture of inclusion and innovation.

**SALARY RANGE:** \$100,000-\$115,000. Commensurate with experience.

### **BENEFITS**

*Complimentary JCC family or Individual membership*

*Employee discounts on all programs, services and events*

*Generous paid time off, paid floating federal holidays, paid Jewish holidays*

*Health and dental insurance*  
*403b employer contribution*  
*FSA/HSA options*  
*Life insurance*  
*long-term disability*

This job description is not intended to be all-inclusive, and the IT Director will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

**To Apply:** Please send cover letter and resume to Shani Waismel Stein at: [recruiting@jccotp.org](mailto:recruiting@jccotp.org)