W.K. Kellogg Foundation
Battle Creek, Michigan

Position Profile
Information Technology Manager
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Prepared by:
Summit Search Solutions, Inc.

our vision
"We envision a nation that marshals its resources to assure that all children have an equitable and promising future – a nation in which all children thrive."

www.wkkf.org

THE ORGANIZATION

The **W.K. Kellogg Foundation (WKKF)**, founded in 1930 as an independent, private foundation by breakfast cereal pioneer Will Keith Kellogg, is among the largest philanthropic foundations in the United States. Guided by the belief that all children should have an equal opportunity to thrive, WKKF works with communities to create conditions for vulnerable children so they can realize their full potential in school, work and life.

The Kellogg Foundation is based in Battle Creek, Michigan, and works throughout the United States and internationally, as well as with sovereign tribes. Special emphasis is paid to certain locations where there are high concentrations of poverty and where children face significant barriers to success. WKKF priority locations in the U.S. are located in Michigan, Mississippi, New Mexico and New Orleans. The foundation has been active internationally – in various ways, in numerous countries on four continents – virtually since its creation in 1930. Today, the foundation's international grantmaking focuses on rural and semi-urban micro-regions in Mexico and Haiti, and on legacy grantmaking in northeastern Brazil and southern Africa. For more information, visit: www.wkkf.org

Mission

The W.K. Kellogg Foundation supports children, families and communities as they strengthen and create conditions that propel vulnerable children to achieve success as individuals and as contributors to the larger community and society.

Location: Battle Creek, Michigan. Relocation allowance will be provided if applicable.

THE POSITION

The **Information Technology Manager** reports to the Vice President for Information Systems & Technology. He/she will provide day-to-day oversight for the information technology function, including the management of external service providers (outsourced infrastructure services), their onsite staff, and several internal WKKF employees. The Manager will also provide leadership in personnel supervision, budgeting, project management and oversight, and end-user training and enablement activities. He/she is expected to actively promote a high level of customer service and continuous improvement opportunities for all technical systems and services.

Specifically, the IT Manager will:

- Manage technical infrastructure managed services/cloud computing providers to ensure services fulfill contractual and service level agreements and meet organizational needs.
- Assess the need for and manage key vendor relationships and negotiate contracts. Manage contractors and external resources.
- Ensure the safety and stability of WKKF systems through ensuring appropriate documentation, disaster response/business continuity planning and implementation of

appropriate security measures. Represent the technology function as a member of the Enterprise Risk Management Team.

- Directly manage or oversee user empowerment strategies, including technical orientation, and formal and informal training and outreach efforts for staff. Partner with Talent and Human Resources in the design, development, implementation and ongoing monitoring of all technical training.
- Manage or co-manage department staff including delegation and prioritization of workloads and enforcing appropriate levels of accountability.
- Manage department budget, contracting and purchasing functions, ensuring cost-effective use of resources and alignment with organizational goals, policies and procedures.
- Actively pursue a high-level of customer service and continuous quality improvement of all technical systems and services.
- Directly manage or oversee numerous system and tool development efforts including financial and human resources, client and vendor relationships and project outcomes. Act as project manager on select projects.
- Oversee the development, implementation, ongoing enhancement and content management of WKKF's content management and collaboration platform(s) (SharePoint and JIVE), including intranet and extranet environments.
- Actively pursue integration across systems, department team members, vendors, partners and projects.
- Actively pursue integration of the Information Systems and Technology team with other WKKF teams.
- Support the Vice President for Information Systems and Technology in strategic and long-term planning efforts.
- Stay abreast of technological changes and innovations in the technology industry.
- Perform other duties as assigned.

QUALIFICATIONS

The requirements for the IT Manager include:

- Bachelor's degree in computer science/IT, business or related field is required. Master's degree is preferred.
- 5 to 7 years of experience in technology management with at least 3 to 5 years of management experience.
- Experience managing technical infrastructure/managed service providers is preferred.
- Experience working effectively with persons from diverse cultural, social and ethnic backgrounds.
- Highly developed project management skills preferred.

WKKF values and seeks competencies in these key areas:

LEADERSHIP

- Ability to think strategically and apply systems thinking principles to holistically understand a situation.
- Results-oriented; able to take concepts and ideas through to implementation and action.
- Strong interpersonal skills including team-building, coaching, staff development, conflict resolution and negotiation.
- Demonstrated capacity to learn and apply skills and knowledge to unique and varied situations

INTERPERSONAL

- Strong written and verbal communication skills, with a diplomatic and collaborative work style.
- Demonstrated ability to build relationships with a diverse group of stakeholders.
- High level of comfort working in an ambiguous, flexible, cooperative environment.
- Highly developed customer service skills; responsive and resourceful.
- Ability to interact professionally with all levels of staff and vendors. Requires reliability, tact and diplomacy in handling difficult situations.
- Strong commitment to ethics and integrity.

TECHNICAL

- Ability to analyze the business needs of the organization and translate it into the design and implementation of effective technology systems and tools.
- Solid understanding of technical architecture and systems, including managed services and cloud computing models.
- Solid problem solving skills with the ability to effectively manage the response to serious incidents and threats.
- Demonstrated project management experience required; PMP certification and/or Agile or other methodologies desirable.
- Knowledge of human resources management/supervision, philosophy, policy and legal compliance matters.
- Outstanding analytical, interpersonal and written and oral communication skills adaptable to a broad and diverse audience.
- High proficiency in Microsoft Excel.
- Understanding of SharePoint and/or JIVE is highly desirable.
- Understanding of quality management is highly desirable.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled. Click the following link to apply and submit your resume: **Apply Now**

Or copy and paste the following link into your browser:
https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=7063443&portalID=5652

For further information or to make nominations, contact:

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Summit Search Solutions, Inc. is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.

BATTLE CREEK, MICHIGAN

Known as "Cereal City," Battle Creek is located in Calhoun County off I-94 between Chicago and Detroit.

Battle Creek has a proud history and promising future of providing the world's leading food brands, research and training. It is home to Kellogg Company's world headquarters, the W.K. Kellogg Foundation, and the International Food Protection Training Institute. Battle Creek has many other major corporate employers in the community including Post Cereals, Ralcorp, Denso, II Stanley, and Duncan Aviation. The city is revitalizing downtown to accommodate food science and other innovative industries. Battle Creek's Air National Guard Base, commercial airport and industrial park are diversifying the economy and attracting worldwide businesses for military, aviation, aerospace and alternative energy.

Battle Creek allows you to enjoy a progressive small city with an extraordinary commitment to success. City parks and paths contribute to family wellness, while school children receive world-class instruction. Nearby rivers, forests, parks and the world-class Binder Zoo make Battle Creek a family friendly area for outdoor play. A vibrant central business district provides arts and entertainment activities to top off your leisure time.

Battle Creek Facts:

- **County:** Calhoun County (named after John C. Calhoun)
- **Incorporated:** 1859
- **Population:** 51,625
- **Michigan Sales Tax:** 6%
- **Education:** 4 public and 4 private school systems, which include 18 elementary schools, 6 junior high schools, 2 public high schools, 4 parochial schools and 1 private school
- **Churches:** There are 132 churches in Battle Creek, including one synagogue and two Roman Catholic parishes

For additional information on Battle Creek, please visit:

Battle Creek Area Chamber of Commerce
www.battlecreek.org
City of Battle Creek Michigan
www.battlecreekmi.gov
Battle Creek Unlimited
www.welcometobattlecreek.com/welcome-home
City-Data.com
www.city-data.com/city/Battle-Creek-Michigan.html