

# W.K. Kellogg Foundation Battle Creek, Michigan

## Position Specifications Vice President, Information Systems and Technology

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Prepared by:  
Summit Search Solutions, Inc.



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

## THE OPPORTUNITY

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### Overview:

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 priority places 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; and internationally, in Mexico and Haiti. For more information, visit [www.wkkf.org](http://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, MI

### The Position:

The **Vice President of Information Systems and Technology** will provide overall leadership of the information systems and technology functions (IST) within W.K. Kellogg Foundation (WKKF). Working effectively as a contributing member of the executive team, the VP will provide strategic leadership and direction, ensuring consistent and fair application of policies, philosophies, and organization-wide systems to accomplish the mission of the foundation. This exciting position provides the opportunity to create, design, and implement a new platform of technological solutions that will transform the effectiveness of philanthropy at WKKF.

### Key Accountabilities/Essential Functions:

#### Technology Leadership

- Provide executive leadership and management for the information systems and technology organization. Serve as a member of executive management team on issues related to strategic direction, priorities, major projects and initiatives, and policies. Provide guidance and counsel to executive management in the examination and definition of goals and objectives for existing and proposed information systems and in the design of improved systems consistent with overall organizational goals.
- Direct the long-term continuous improvement of the information systems and technology functions. Ensure that staff, equipment and procedures maintain pace with emerging technologies/trends, resource allocation changes, and organizational needs.

- Ensure the development and maintenance of a comprehensive information systems and technology strategic plan including a technology contingency planning program.
- Identify opportunities to reduce operating expenses in order to minimize the potential increase in budget expenditures over time.
- Responsible for the approval of all standards relating to all aspects of the network computing systems, central systems, and all end user support functions. Ensure that these standards are in alignment with the technology architecture.
- Oversee the design of the overall information architecture and the associated technical architecture to support the information needs of the enterprise, including all aspects of the information systems (databases, business systems, office automation tools and communications).
- Ensure that remote connectivity systems are working reliably.
- Perform major contract negotiations with equipment, software, and service providers (contracted and outsource staff). Coordinate and direct professional services for feasibility studies, systems analysis and design, communication, and office systems.
- Keep abreast of technological changes and innovations in industry and identify appropriate technology solutions to meet WKKF's objectives.

#### Leadership and Capacity Building

- Provide specific and overall vision and direction to staff to accomplish team responsibilities.
- Develop effective individual and team performance through selecting, assigning, developing, motivating, supervising and assessing staff, both within areas of prime responsibility and in teams across the foundation.
- Develop a collaborative working environment that capitalizes on the diverse backgrounds, skills and expertise of staff to accomplish programming goals and model the kind of leadership WKKF promotes in the community.
- Participate in professional development activities and stay abreast of local, national and international trends, current issues and required competencies, maintaining networks with expert resources on various topics related to the assigned program area.
- As a part of the executive staff, design, communicate, implement and assess organization structures, systems and processes to ensure effective and efficient use of resources, compliance with legal requirements and alignment with WKKF's mission and program impact.
- Develop and manage the department budget, including assessment of available resources and resource requirements.

**Travel:** Minimal, as required to support job responsibilities.

**Supervisory Responsibility:** Overall leadership of information systems and technology staff.

**Qualifications:**

- Master's degree preferred in computer science, library information science or in a related field.
- Minimum of 10 years of proven leadership experience in leading information systems and technology functions.
- Outstanding leadership, management and financial skills.
- Demonstrated skills in leading process improvement initiatives (lean/six sigma/ITIL or other).
- Capacity to quickly develop an understanding of WKKF programs, strategies, and initiatives, the organization mission, philosophies, structure, values, and WKKF program direction, niche and policies.
- Successful experience working as part of a multidisciplinary team and working effectively with persons from diverse cultural, social and ethnic backgrounds.
- Demonstrated knowledge and application of systems thinking.
- Sound, seasoned judgment and ability to provide values-based leadership, with particular attention to the foundation's core values.
- Ability to manage and motivate staff through effective leadership, mentoring, communications, coaching, development, facilitation, evaluation and rewards.
- Exceptional written and verbal communication skills.
- High level of comfort working in an ambiguous, flexible, cooperative environment.
- Team effectiveness, organizational savvy and the ability to use interpersonal and constructive communications and political skills in cooperative, collaborative and diplomatic ways to work with staff at all levels of the organization and external constituents and stakeholders.
- High-level project management skills. Ability to constantly challenge the technology model in place with new, more powerful and cost effective alternatives.

## PROCEDURE FOR CANDIDACY

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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:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=3385900>

### For further information or to make nominations, contact:

Stephanie Fowler

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

Toll Free: 800-901-8575 ext. 105

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

Mobile: 828-280-6980

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*The W.K. Kellogg Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.*



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## BATTLE CREEK, MICHIGAN

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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:** Four public and four private school systems, which include 18 elementary schools, six junior high schools, 2 public high schools, four parochial schools and one 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:*

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**Battle Creek Area Chamber of Commerce**

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

**City of Battle Creek Michigan**

[www.battlecreekmi.gov](http://www.battlecreekmi.gov)

**Battle Creek Unlimited**

[www.welcometobattlecreek.com/welcome-home](http://www.welcometobattlecreek.com/welcome-home)

**City-Data.com**

[www.city-data.com/city/Battle-Creek-Michigan.html](http://www.city-data.com/city/Battle-Creek-Michigan.html)