

**Director of Information Technology**  
**The Province of St. Joseph of the Capuchin Order - Detroit**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order, is currently seeking a Director of Information Technology who will be responsible for providing a streamlined operation of IT throughout the Province of St. Joseph, its friaries and ministries. These responsibilities include, the planning, oversight, and coordination of all technology needs and projects for the Province of St. Joseph and its ministries and friaries, supporting and serving all users.

Essential Duties include:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Lead the IT department's operational and strategic planning, including fostering innovation, planning projects and organizing and negotiating the allocation of resources.
- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including telecommunications, video conferencing, servers, PC's operating systems, hardware, software and peripherals.
- Benchmark, analyze, report on and make recommendations for the improvement and growth of the IT infrastructure and IT systems.
- Work with employees and friars to understand training needs and opportunities with hardware and software.
- Keep current with new and latest technologies.
- Manage the financial aspects of the IT department, including purchasing, budgeting and budget review for all province offices and ministries.
- Review current IT policies and practices covering architecture, security, disaster recovery, standards, purchasing and service provision and update and revise as needed.
- Negotiate and administer vendor, outsourcer and consultants and service agreements.
- In collaboration with ministry and office directors, identify, recommend, develop and implement and support cost-effective technology solutions.
- Prepare an IT budgets anticipating IT needs, technology and equipment updates and improvements for the province, friaries and ministries.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelor's degree in computer science, or relevant role. Six years experience in similar role, as well as six years experience in lead IT management role. Knowledge of various platforms of hardware, software and user abilities. Periodic overnight travel will be required.

The review of resumes will begin immediately.

Please send letter of interest and resume to: [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Please include "Director of IT" in the subject line.

Or mail to:           Attention: Human Resources  
                          Director of IT position  
                          The Province of St. Joseph of the Capuchin Order  
                          1820 Mt. Elliott Street  
                          Detroit, MI 48207