

Houston Parks Board

IT & Facilities Lead



Houston Parks Board (HPB) expands, improves, and protects parks and greenspace in the Houston region. Since 1976, the 501(c)(3) nonprofit organization has utilized public-private partnerships and its extensive philanthropic, government, and community relationships to provide equitable access to quality parks and greenspace to the Greater Houston region.

Houston Parks Board has reached a major milestone with substantial completion of the boldest and most exciting capital project in its history: Bayou Greenways. This ambitious \$225M project significantly expands and enhances Houston's parks system, creating a continuous system within the city limits of 150 miles of linear parks and trails along Houston's bayous. In addition to leading the transformational Bayou Greenways initiative, Houston Parks Board cares for more than 2,800 acres of greenspace and supports park projects large and small.

For more information about Houston Parks Board and its high-impact work in the community, please visit houstonparksboard.org.

Position Description

Reporting to the CFO, the IT & Facilities Lead will ensure smooth day-to-day operations of the organization and ability of staff to be productive and efficient, leveraging appropriate tools and technology, including:

- IT (75%):
 - Plan for and implement continuous improvement of IT infrastructure in order to ensure a consistent and secure environment.
 - Lead/Support system implementations (GL system, board portal, etc).
 - Lead data management and drive data consistency across systems.
 - Lead audiovisual set up for offsite Board meetings & other external events at various locations.
 - Ensure institutional records are maintained in an accessible yet secure manner and oversee records retention policies and procedures.
 - Implement and maintain cybersecurity policies and strategies; provide regular training to mitigate risk while avoiding service interruptions.
 - Manage IT service provider.
- Facilities (25%):
 - Ensure a safe and secure environment for all employees at main office facilities (North Post Oak) and Cool Green.
 - Plan for and implement continuous improvement of main office facilities and support conservation and maintenance facility operations.
 - Oversee office renovations.
 - Organize & manage contractors to perform minor maintenance & repairs (plumbing, etc).

This is an in-office role with the option to work one day per week remotely

Preferred Skills and Qualifications

- 3-5 years proven experience in managing IT function.
- Excellent leadership, communication, and interpersonal skills.
- Strengths in partnering with executive leadership and functional/department heads, to proactively ensure an effective technology perspective is provided across organization.
- Strong analytical and problem-solving skills.
- "Can do" attitude.
- Customer service attitude (internal stakeholders).
- Collaborative and team-oriented.

Compensation and Benefits:

This is a salary exempt position with a range of \$75,000 - \$90,000 based on relevant skills and experience. HPB provides a competitive benefits package including medical, dental, vision and life insurance, a 403b retirement plan and generous paid time off. This role is based in our office.

To apply for this position, email resume and cover letter to bethtaylor@houstonparksboard.org with "IT &

Facilities” in the subject line of your email.

Interviews are by appointment only. No telephone calls, please.