IT Manager
National Aboriginal Capital Corporations Association (NACCA)

NACCA is seeking a qualified, highly motivated individual to fill the role of IT Manager.

About NACCA

NACCA, the National Aboriginal Capital Corporations Association, is a network of over 50 Indigenous Financial Institutions (IFIs) dedicated to stimulating economic growth for all Indigenous people in Canada. NACCA's goal is to provide opportunities for Indigenous entrepreneurs and increase prosperity for Indigenous people in Canada.

NACCA advocates for Indigenous economic development by focusing on the following: representing the unified voice of IFIs; publishing national and regional results of IFI work; fostering partnerships and building capacity; and delivering programs, products, and services to IFIs.

The Position

The IT Manager will be responsible for the overall planning, organization, and execution of all IT functions to meet NACCA's organizational requirements. They will lead the IT services department with the primary objective being to facilitate the effective use of technological and productivity tools by the organization in support of NACCA's strategic plan. The successful candidate will also be accountable for ensuring reliable and secure systems administration.

Key Responsibilities

- Plan, organize, direct, and evaluate computer and telecommunications software, hardware, servers, networks, and information systems.
- Create, test, and /or maintain IT security, disaster recovery and business continuity plans to ensure minimal impact to the business as well as evaluate and develop current IT security policies and procedures.
- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware.
- Manage IT systems and support staff.
- Manage the IT budget and ensure that all expenditures are within budgetary guidelines.
- Manage vendor relationships, negotiate contractors, and ensure that vendors deliver quality products and services.

- Evaluate and recommend new technologies that will improve NACCA's performance.
- Collaborate with other departments to ensure that NACCA's technologies align with our overall objectives.
- Ensure that data is secure and that we comply with all relevant regulations.

Qualifications and Requirements

- Post secondary education in Computer Science, Information Technology, or related field/equivalent experience
- Minimum of 5 years of experience in IT management
- Advanced technical expertise in IM/IT such us Microsoft 365, SharePoint, etc.
- Strong leadership and interpersonal skills
- Proven ability to manage IT projects from inception to end of life
- Experience with network security and disaster recovery planning
- Excellent analytical and problem-solving skills
- Ability to prioritize and manage multiple projects simultaneously
- Ability to work independently and as part of a team
- High degree of integrity and professionalism

This is a full-time position located in Ottawa.

Persons of Indigenous ancestry will be given preference (OHRC, section 24(1)).

Salary & Benefits

We offer a competitive salary and benefits package including a defined benefits pension plan, as well as opportunities for growth and advancement within the organization. If you are self-motivated and detail-oriented individual with a passion for IT, we encourage you to apply for this exciting opportunity.

NACCA is committed to an inclusive and barrier-free work environment. Workplace accommodations are available. If contacted regarding this opportunity, please advise the Human Resources representative of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Thank you to all applicants; however, only persons whose applications have been selected will be contacted.

Please send resume and cover letter to HR@nacca.ca