

NASAA Associate IT Program Manager

Summary of Position

The North American Securities Administrators Association (NASAA), a prominent Washington D.C. non-profit membership association devoted to supporting the work of state and provincial securities regulators, is seeking to hire an Associate IT Program Manager for its Washington, DC Corporate Office.

As the Associate IT Program Manager, you will be responsible for managing the technology needs of NASAA's Corporate Office operations. The successful candidate will work with NASAA's technology vendors, including a managed services provider, to ensure that all systems and devices are functioning efficiently, on a consistent basis, and that all IT-related programs deliver the desired outcome to the organization. Strategic technology leadership and guidance will be provided by an outsourced virtual CIO (Strategic Lead). This individual will work closely with the organization's corporate office staff and report to the Director of Finance and Operations.

NASAA offers a competitive compensation package, including medical and dental benefits; disability insurance; life insurance; and retirement plan options.

Responsibilities

Planning & Execution

- Work closely with Strategic Lead to determine processes, procedures, and technical project scopes that align with organizational strategy, as laid out by NASAA senior leadership and adopted for IT strategy by the Strategic Lead.
- Manage NASAA's cybersecurity and data security efforts.
- Collaborate with Strategic Lead, cross-functional teams, NASAA business units, and contracted project managers to plan and develop scope, deliverables, required resources, work plan, and timing for IT program activities.
- Organize and coordinate IT programs within the organization.
- Assist in the development of new IT programs, policies and procedures to support the strategic direction of the organization.
- Champion IT best practices and IT initiatives within the organization and increase stakeholder engagement.

Operational Management & Reporting

- Clearly identify program stakeholders and keep them abreast and engaged.
- Assume day-to-day responsibility for IT vendors and consultants including monitoring performance and budgets.
- Manage IT programs for optimal return on investment.
- Vet IT-related project scopes prior to project kickoff. Resolve project scope issues that arise.
- Validate completed project work to ensure that scope was properly executed.
- Monitor and measure performance of IT program, producing reports for NASAA leadership.
- Monitor the outputs and outcomes of a program's component activities and ensure that the program adapts appropriately to them.
- Coordinate the management of complex issues that may arise as programs seek to deliver benefits.

- Engage NASAA business units for the purpose of understanding their unique IT needs and challenges, accurately conveying the same to Strategic Lead and NASAA leadership.

Position Requirements

Formal Education & Certification

- Bachelor's degree in computer technology, computer science, information systems, business administration, or related field.
- CAPM, PMP and/or PgMP certification is an asset but not required.

Knowledge & Experience

- A minimum of 3 years of technology management experience, preferably in an association or a non-profit.
- Experience in starting or managing new program activity (such as cybersecurity program, risk management program, etc.).
- Proven experience with AMS/CRM and FMS (e.g., Great Plain) applications. Experience with iMIS is highly desired.
- Thorough understanding of project/program management techniques and methods.
- Excellent knowledge of Microsoft Office 365 and a working knowledge of program/project management software is highly desired.
- Experience in creating, vetting, and executing scopes of work (SOWs) for technical projects.
- Experience in preparing enterprise-wide policies and procedures governing IT operations.
- Strong analytical and problem-solving skills with a high attention to detail.
- Ability to work effectively with managed services providers and other technology vendors.
- Capable of managing multiple priorities and project deadlines.
- Contract negotiation experience is preferred.

Personal Attributes

- Excellent listening, interpersonal, written, and oral communication skills.
- Superior time management, facilitation, and organizational skills.
- Outstanding attention to details and to meeting deadlines.
- Excellent problem-solving skills and ability to work alone under minimal supervision or as part of team.
- Drive to continuously improve upon existing competences and knowledge.
- Ability to work cross-functionally and at levels of an organization, adjusting communication and messaging as appropriate.
- A strong interest in investor protection.

Work Conditions

- Occasional evening and weekend work to meet deadlines.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components.

To be considered for this position, please submit a cover letter, resume, and salary requirements to hr@nasaa.org. References will not be contacted without prior notice to you.

About NASAA

Organized in 1919, the North American Securities Administrators Association (NASAA) is the oldest international organization devoted to investor protection. NASAA is a voluntary association whose membership consists of 67 state, provincial, and territorial securities administrators in the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Canada, and Mexico. In the United States, NASAA is the voice of state securities agencies responsible for efficient capital formation and grass-roots investor protection. Their fundamental mission is protecting consumers who purchase securities or investment advice, and their jurisdiction extends to a wide variety of issuers and intermediaries who offer and sell securities to the public. NASAA members license firms and their agents, investigate violations of state and provincial law, file enforcement actions when appropriate, and educate the public about investment fraud. Through the association, NASAA members also participate in multi-state enforcement actions and information sharing. NASAA also coordinates and implements training and education seminars annually for state/district/provincial and territorial securities agency staff.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.