

**CAREER OPPORTUNITY:**

## IT and Building Operations Officer

**Position Posted: 2/20/2026**

**Application Deadline: 3/13/2026**

- To apply, please send a cover letter and resume to [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org)
- For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org)

### Organizational Summary

For more than a century, United Way of Central Iowa (UWCI) has played a unique role in bringing together people and organizations from every corner of central Iowa to create and implement initiatives that address the community's most pressing needs. UWCI has purposely leaned into its expertise and has sought out the expertise of others in the community to ensure lasting impact. Growth and adaptation plus tried-and-true strategies are helping the organization to dig deep and foster an equitable, engaged, and empowered community.

Today, UWCI has 50 employees and is dedicated to authentically engaging nonprofits, businesses, elected officials, community leaders, and those with lived experiences to collaborate and implement long-lasting solutions. UWCI remains committed to building upon its work to eliminate barriers and challenges for all central Iowans. Our overall strategy – United to Thrive – creates an imperative that all individuals in the community should not just survive but thrive. The United to Thrive five focus areas include Essential Needs, Early Childhood Success, Education Success, Economic Opportunity, and Health and Well-Being. See the link above for more information about our organization.

### Position Summary

The IT and Building Operations Officer supports and advances United Way's mission of improving lives by providing leadership and oversight for the organization's IT function and building operations. This role is primarily accountable for IT systems, data integrity and governance, cybersecurity and technology strategy, ensuring that systems are reliable, secure and aligned with organizational priorities.

The role also provides supervisory and strategic oversight for the facilities operations for the human services building through vendor management and internal coordination, supported by a building engineer, a property management company and third-party providers.

The successful candidate will have an appreciation for the organization's nonprofit mission and community engagement with the ability to cultivate strong and approachable working relationships with a wide variety of individuals at all staff levels across the organization. This position incorporates the organization's strategic imperative around equity within areas of responsibility.

The position reports to the Chief Financial Officer, manages a Systems Administrator and a Building Engineer, and serves as staff liaison to the IT Data Privacy and Security Committee.

We offer a full benefits package and a hybrid work schedule of 3 days in the office and 2 days remote after 90 calendar days of employment for this full-time position. The starting salary range is \$105,000 - \$129,000 depending on relevant experience. We're committed to building an inclusive team; we invite candidates of all backgrounds to apply.

**Essential Accountabilities Include (but not limited to):**

- Responsible for the organization's technology strategy and operating model, ensuring systems are reliable, secure, scalable and aligned with organizational strategy and operational priorities.
- Establishes and enforces enterprise data governance and cybersecurity posture, including data integrity standards, data ownership, access controls, documentation and lifecycle management across all major systems.
- Leads technology planning in partnership with senior leadership, translating organizational needs into scalable, secure, cost-effective IT solutions.
- Oversees the responsible evaluation and integration of AI-enabled tools, ensuring alignment with data privacy, security, ethics, and organizational risk tolerance.
- Oversees vendor-managed IT services, software platforms, licensing and infrastructure providers, ensuring value, risk mitigation and accountability.
- Collaborates with Incident Response Team on leading disaster recovery planning and risk mitigation for technology systems.
- Serves as staff liaison to the IT Data Privacy and Security Committee, presenting updates on technology governance, data and risk matters to senior leadership and Board committees.
- Develops and manages IT and Building Operations operating and capital budgets with oversight and review from the CFO and collaborating with property management company as needed to develop facilities-related risk mitigation and preventative maintenance plan.
- Provides governance and oversight of facilities operations for the human services building through the establishment of an operational strategy and coordination with third party building management vendor and onsite Building Engineer.

- 
- Partners with the CFO to support occupancy and space utilization planning, proposing data-informed recommendations and insights to inform leadership decisions.
  - Serves as the point person for facilities-related emergencies, ensuring coordination with senior leadership and external service providers as needed.
  - Establishes priorities and decision frameworks for IT and building operations in consultation with the CFO, delegating technical and operational execution when appropriate while maintaining accountability for outcomes.
  - Manages and develops the Systems Administrator and Building Engineer, setting priorities, service expectations and performance standards.
  - Performs additional mission-aligned duties/tasks assigned by the CFO.
  - Aligns behavior and work with UWCI's Code of Ethics and Organizational Values.

### **Competencies Required:**

- **Technical Aptitude:** Ability to relate to topics that require specialized skills and understanding.
- **Business Acumen:** Ability to understand business-related topics and issues.
- **Relationship Building** – Ability to establish and maintain a good rapport and cooperative relationship with a variety of stakeholders including volunteers and coworkers of diverse backgrounds and experiences.
- **Team Building:** Ability to lead, manage and motivate others with respect, service and humility to meet organizational goals while celebrating varied perspectives. Ensures that team members are actively involved with and invested in team activities and decisions and work collaboratively to achieve a goal.
- **Equity understanding and integration:** Ability to incorporate the organization's strategic imperative around equity within areas of responsibility.
- **Initiative:** Ability to act and take steps to settle an issue.
- **Problem Solving:** Ability to recognize courses of actions that can be taken to handle problems or potential problems and apply contingency plans to solve those problems.
- **Adaptability:** Ability to adapt to both short-term and long-term changes in workplace conditions or needs
- **Project Management:** Ability to plan, organize, direct and control tasks to meet a specific goal.
- **Supervision:** Ability to direct, support and motivate employees to meet performance expectations and goals.
- **Customer Oriented:** Ability to serve clients (both internal and external) by focusing efforts on meeting their needs, understanding their concerns and seeking to build trust.
- **Communication skills – Verbal:** Ability to send tactful and appropriate verbal messages and listen to others' responses to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.

**Education:**

- Bachelor's degree in information systems, computer science, business or related field preferred; equivalent combination of training and professional experience will be considered.

**Experience:**

- 7-10 years of progressive responsibility in IT leadership, including hands-on experience with systems design and implementation, and subsequent ownership of enterprise systems and technology operations.
- Minimum three years of experience in staff management.
- Demonstrated experience overseeing enterprise systems, data environments, cybersecurity, and vendor-supported IT services.
- Strong understanding of enterprise IT environments, including networks, systems, data platforms and cloud or vendor managed services.
- Ability to communicate complex technical data and concepts to non-technical audiences.
- Experience overseeing facilities operations or working with building management vendors strongly preferred.
- Experience in non-profit or mission-driven environment preferred.

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or accommodation to apply for one of our jobs, please call 515-246-6516.