

<b>Position:</b>	<b>IT Manager</b>
<b>Status:</b>	<b>Regular, Full Time, Exempt with Benefits</b>
<b>Reports to:</b>	<b>Vice President of Operations</b>
<b>Salary Range:</b>	<b>\$110,000 - \$125,000</b>
<b>Apply At:</b>	<b>itmanager@mmt.org</b>
<b>Preferred start:</b>	<b>April/May</b>
<b>Type:</b>	<b>Hybrid (Tues–Thurs in–office, optional remote Mon, Fri)</b>
<b>Deadline:</b>	<b>This position is open until filled. Applications received by March 30 will receive priority review.</b>

## About Meyer Memorial Trust

One of the largest private funders in Oregon, Meyer Memorial Trust works to accelerate racial, social and economic justice for the collective well-being of Oregon's lands and peoples. Established in 1982 from the estate of grocery store founder Fred G. Meyer, the Trust has awarded grants and program-related investments in excess of \$1 billion to more than 3,800 organizations. Meyer stewards an endowment of nearly \$900 million and deploys an annual grantmaking budget of \$45–50 million across a range of issue-based portfolios and strategic initiatives.

Meyer staff bring a wide range of backgrounds, perspectives and experiences to their roles, but are united by the belief that transformative change is possible in Oregon. We strive to build a workplace where people can contribute fully, learn from one another and make a meaningful impact together.

Learn more about working at Meyer at [mmt.org/careers](https://mmt.org/careers).



## Position Summary

The Information Technology (IT) Manager provides day-to-day leadership for Meyer's technology environment. This role is responsible for ensuring the confidentiality, integrity and availability of organizational data and systems through strong security practices, compliance oversight and resilient IT operations. Meyer operates primarily within an Apple-based technology environment. The manager will supervise staff and help oversee vendors, policy implementation and budgets, ensuring that technology resources support Meyer's mission and staff effectiveness. This role will help lead how Meyer engages artificial intelligence (AI) tools to enhance efficiency, data-informed decision-making and responsible innovation.

## Duties and Responsibilities

### Technology Operations

- Develops and manages a secure, reliable and scalable IT environment, balancing on-premises systems and cloud services to meet Meyer's needs.
- Defines technology priorities and strategies aligned with Meyer's goals and mission.
- Oversees day-to-day IT operations, including networks, servers, endpoints, cloud platforms (e.g., Google Workspace) and telecommunications.
- Evaluates new technologies and advises leadership on opportunities to improve efficiency, collaboration and data-driven decision making.
- Leads vendor selection, negotiates contracts and manages vendor performance, including managed service providers and cloud service partners.
- Develops and maintains IT technology-related policies, access management practices and data governance.
- Serves as the organization's lead for data security.
- Ensures compliance with applicable data protection laws and industry standards (e.g., SOC 2, NIST, HIPAA as relevant).
- Oversees penetration testing, vulnerability management and incident response planning.
- Participates in business continuity and disaster recovery planning, testing and execution.



- Manages ongoing security awareness and phishing training for staff and trustees.
- Promotes digital literacy and provides training/support to non-IT staff to ensure effective and secure use of technology.

### **Artificial Intelligence**

- Monitor and update Meyer's AI policies for responsible, ethical and secure use of AI technologies.
- Identifies opportunities where AI tools can improve efficiency, reduce operational costs and enhance staff capacity.
- Partners with leadership and staff to pilot and scale AI-enabled solutions across teams.
- Monitors emerging AI technologies and advises leadership on risks, opportunities and long-term implications.

### **People Management**

- Leads designs and develops IT staff, fostering a supportive and collaborative team environment.
- Establishes performance goals, provides feedback and supports professional growth through training and certifications.

### **Budget Management**

- Develops and helps oversee the IT budget, ensuring cost-effective use of resources.
- Forecasts technology needs and plans for upgrades and investments to support long-term organizational success.
- Monitors vendor invoices, contract renewals and service level agreements for compliance and value.

### **Cross-Team Collaboration**

- Support Meyer staff to use relevant IT tools and processes as they incorporate new methods of planning, assessment and continual improvement into their work.
- Proactively identify areas of technology learning through positive relationship building with staff.



- Foster collaboration between IT and all Meyer teams to ensure alignment and effective knowledge sharing.

## Experience and Competencies

- Broad knowledge of IT operations including networks, servers, cloud platforms and SaaS applications.
- Strong expertise in information security practices, risk management and compliance frameworks.
- Demonstrated experience evaluating and implementing AI or automation tools at an organizational level.
- Ability to translate rapidly evolving AI capabilities into practical, mission-aligned applications.
- Demonstrated success managing teams.
- Experience with vendor and contract management, including managed service providers.
- Excellent troubleshooting and problem-solving skills in diverse IT environments.
- Ability to communicate technical concepts effectively to non-technical audiences.
- Commitment to continuous learning and staying current on emerging technologies and security trends.

### **Preferred:**

- Familiarity with philanthropic or nonprofit sector operations.
- Certifications in IT management or security (e.g., CISSP, Security+, CISM, ITIL).

## Work Environment and Physical Demands

- Engage in communication in person as well as through electronic means.
- Use computer laptops, tablets, phones, photocopiers, monitors and screens.
- Occasionally move up to 50 pounds.



- Work in a business setting of open cubicles with 45–60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to perform the essential functions.

## Equal Opportunity Employer

Meyer Memorial Trust is an equal opportunity employer and is committed to creating an inclusive workplace in compliance with federal, state, and local laws, including the Americans with Disabilities Act (ADA). Meyer ensures equal opportunity for all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; immigration status; physical, mental, or medical disability; veteran status; obligations related to service in the United States Armed Forces; or any other reason protected by law.

We value the unique perspectives and experiences that individuals bring, particularly those from communities that have been historically underrepresented.

## To Apply

Please submit a resume and cover letter to [itmanager@mmt.org](mailto:itmanager@mmt.org) by March 30, 2026 at 5:00 p.m.