Job Description

Technical Director

ROLE AND RESPONSIBILITIES

- Works with the Board of Directors to develop a technical vision for TBN.
- Responsible for the development, maintenance, security, and administration of TBN's website, Wild Apricot, and other software such as TBN email and other G-Suite software.
- Manages technical support for TBN administrators and members.
- Maintain recovery plan for any and all passwords related to TBN.
- Maintains "club" memberships within secondary platforms outside of TBN's website, keeping them in sync with Wild Apricot membership, such as: RideWithGPS, Strava and Zwift.
- Establishes standards & procedures for website content which balances technical quality with ease of use.
- Evaluates technology & tools to best serve TBN
- Provides technical recommendations and guidance for the Board of Directors.
- Develops and manages plans for major technical projects and keeps the Board of Directors updated on progress.
- Attend monthly Board meetings.

PREFERRED SKILLS

- Expertise with developing, maintaining, and administering web sites.
- General software expertise, including the ability to gain rapid competency with new software
- Able to communicate technical concepts and develop training programs for a non-technical audience
- Experience in evaluation of technological solutions including cost/benefit analysis
- Project management experience
- Technical support experience
- System testing and debugging experience
- Word, Excel, PowerPoint
- Software development experience including: HTML, JavaScript, PHP, MySQL and Visual Basic macros
- Ability to learn Wild Apricot.

Last Updated By:	Governance Committee	Date:	2021-08-18
Reviewed By:	Board of Directors	Date:	2021-09-23
Approved By:	Board of Directors	Date:	2021-09-23