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NO CALLS.

**EMPLOYER:** EchoDitto Inc.  
**POSITION:** Chief Technology Officer (CTO)  
**REPORTS TO:** Chief Operating Officer  
**FLSA STATUS:** Exempt, Salaried

### **Summary**

Reporting directly to the Chief Operating Officer, and with minimal supervision, the CTO is responsible for all facets of EchoDitto's technology operations, both internally and on external, client projects. S/he also leads the EchoDitto technical staff and ensures timely and on-budget completion of client deliverables. S/he leads EchoDitto and its client organizations on technology decisions, including: software platforms; third-party vendors; web-based technology and tools; and strategic direction.

### **Job Description**

- Responsible for the management and successful execution of technical projects and key client deliverables, including but not limited to: websites, online tools, and technical support; internal capacity planning, budgeting, and cost-management
- Provide day-to-day management and strategic direction for a growing team of 5+ technical team members, including web software developers, UNIX systems administrators, and web designers
- Oversee and coordinate the operational aspects of ongoing technical projects and serve as liaison between project management and planning, project-team, and line management (client services managers). Sometimes requires direct liaison with clients at client sites
- Serve as a facilitator and liaison, as appropriate, between client services managers (representing clients) and EchoDitto technology team members (*e.g.*, software developers) and assist in planning and budgeting process during build-out phase
- Represent EchoDitto on business development and sales-related projects and meetings
- Work under consultative direction toward predetermined long-range goals and objectives, and plan and budget for long-term technical objectives of the company.
- Ensure that all resources required to support the projects are identified and tracked to achieve cost, schedule and performance requirements
- Translate broad vision provided by senior management for clients and the company into executable plans for action.
- Help develop and manage the technical budget for a rapidly growing \$2,000,000+ revenue company
- Develop mechanisms for monitoring project progress and for intervention and problem-solving with client services managers and directly with clients
- Provide highly innovative and ingenious technical solutions, focusing on open-source solutions
- Serve as organizational spokesperson on advanced projects and/or programs and helps to maintain an affective image of the organization's technological capability
- Act as advisor to management and staff on advanced technical research studies and applications, and stay abreast of new technologies and trends in online community building, advocacy, communications, and fundraising.

## **Qualifications**

- An excellent manager with a track record (7 years +) of achieving results in a software development or related technology area
- Excellent project management skills, including capacity planning, budgeting, and conflict management, and the ability to impart these skills to others
- Undergraduate degree in computer science or a related field or equivalent business experience required; graduate degree preferred
- Minimum 8 years of cumulative technology management experience working with rapid-growth consulting firms; political and non-profit management/work experience a strong plus
- Ability to plan, organize, implement, evaluate, and modify programs, informational support systems, and processes
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures
- Ability to foster a cooperative work environment
- Ability to develop and implement strategic business and operating plans
- Employee development and performance management skills, including writing performance evaluations
- Ability to lift 30 pounds