



BRIDGEWAY CAPITAL

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Information Technology Manager Bridgeway Capital Pittsburgh, PA

ABOUT BRIDGEWAY CAPITAL

Bridgeway Capital is a social impact lender focusing on equitable economic growth in underserved areas by providing impact-driven lending and programs to grow businesses and revitalize places. A nonprofit alternative to banks, Bridgeway lends to small businesses, nonprofits, and real estate projects with a positive community impact. More than a lender, Bridgeway is a partner for business growth that prepares entrepreneurs to be capital-ready and builds their capacity through business assistance programs. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information, visit www.bridgewaycapital.org.

JOB SUMMARY

Bridgeway Capital seeks an information technology manager to support and manage strategic and operational information technology initiatives. The Information Technology Manager will report to the Chief Financial Officer and support several teams throughout the organization.

Bridgeway Capital currently uses a hybrid work model. Full-time positions like this one work in the office two days a week. The number of days in the office is subject to change.

PERSONAL PROFILE

This position requires a strategic thinker who can drive the management and governance of information technology initiatives. Strong candidates will remain current on best practices and be able to work with highly technical third-party vendors as well as organizational end-users.

JOB KNOWLEDGE, SKILLS, AND ABILITIES

ALL KNOWLEDGE, SKILLS, AND ABILITIES ARE REQUIRED UNLESS NOTED AS "PREFERRED"

Support strategic applications and software. (25%)

- Serve as the point person for managing key strategic applications, including Salesforce, IvyTek Finance (Salesforce backend), and other enterprise systems and integrations. Act as a liaison between application/software vendors and Bridgeway staff.
- Manage implementations of new platforms and upgrades of existing systems, including partnering with the business to assist with optimization.

Oversee core IT network functions and develop/maintain organizational IT and cybersecurity initiatives. (50%)

- Manage Bridgeway's relationship with the organization's third-party information technology managed service provider (MSP). The MSP is contracted to host and manage the organization's primary network environment, provides cyber security tools and best practices, and manages a helpdesk for end-user support.
- Develop and maintain IT security controls and procedures, including access, change management, and access controls.
- Contract vendors to conduct routine penetration tests and manage appropriate remediation efforts based on test results.
- Periodically review, update, and test Bridgeway's disaster recovery plan.
- Develop and maintain an organizational incident response plan.

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- Develop and maintain an organizational cybersecurity program, including selecting third-party vendors to assist.
- Manage the deployment of end-user laptops, including new orders and basic inventory.

Develop and manage end-user training for IT-related activities. (10%)

- Create and maintain a program for end-user training, including Microsoft 365, phishing testing and training programs, cyber security, and IT best practices.
- Periodically update the end-user training program and manage it accordingly.

Assist with developing and managing IT strategic initiatives, governance, and reporting. (10%)

- Chair Bridgeway's internal IT Steering Committee and lead efforts to prioritize and implement strategic IT initiatives with the support of Bridgeway management.
- Create and maintain management-level dashboards and reports outlining key initiatives/activities/metrics for Bridgeway management and the Board of Directors.

Additional responsibilities as they arise. (5%)

EDUCATION/EXPERIENCE

ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Bachelor's degree in a relevant field.
- At least 3-5 years of experience with information technology support and/or IT management.
- Salesforce and Salesforce Administration experience is preferred.
- Experience using customer relationship management (CRM) systems.
- Project management experience and demonstrated organizational skills, including managing multiple deadlines simultaneously.
- Superior attention to detail.
- Ability to work independently and as part of a team to collaborate effectively with a wide range of staff, partners, and investors.
- Willingness to adapt to new responsibilities as they arise.

COMPENSATION

Comprehensive benefits package includes PTO, retirement plan, and flexible spending accounts. Competitive salary commensurate with experience. The salary range is \$70,000 - \$80,000. Comprehensive benefits package includes health, dental, vision, life, and disability insurance, a retirement plan, flexible spending accounts, and paid time off, including paid parental leave.

APPLY

Interested candidates should submit a 1) resume and 2) cover letter that explains why the candidate is interested in working at Bridgeway Capital and outlines how the candidate's skills and experience meet the qualifications of this position. Send materials to Scott Langill, Chief Financial Officer, at slangill@bridgewaycapital.org, and please put "Information Technology Manager" in the email subject line.

Shortlisted candidates may be asked to submit additional materials and references.

JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS

The person in this position must regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear, and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull,

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reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions. Occasional driving throughout western Pennsylvania is required, and candidates are expected to have a valid driver's license and easy and regular access to a car.

This job description is not all-inclusive and is not intended to create or be construed as an express or implied employment contract. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion.

Bridgeway Capital is an Equal Opportunity Employer. Bridgeway is dedicated to building a culturally diverse staff committed to working in a multicultural environment. Bridgeway values equality of opportunity, human dignity, and racial/ethnic and cultural diversity.

Bridgeway does not discriminate against individuals based on race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, programs, and activities.

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