



Technology Manager

About the Campaign

The National Campaign to Prevent Teen and Unplanned Pregnancy works to ensure that all children are born into families committed to and ready to raise the next generation. Our 2026 goals are to: 1) reduce teen pregnancy by 50 percent; 2) reduce unplanned pregnancy among women age 18-29 by 25 percent; and 3) reduce racial/ethnic and socioeconomic disparities in teen and unplanned pregnancy rates by 50 percent. We address the complex factors that lead to unplanned pregnancy through policy, research, capacity-building, convening, and strategic communications. We approach our work in an evidence-based, bi-partisan, non-ideological way. We focus on five strategies critical to reducing teen and unplanned pregnancy: 1) Make it the norm among young people to act consistently with their decisions about if and when to get pregnant; 2) Ensure that all young people have a trusted adult or social network with which they can discuss sex, relationships, and their futures; 3) Ensure that everybody has reliable, resonant, and accurate information about sexual health, including all contraceptive methods; 4) Ensure that everybody has full access to the full range of contraceptive methods within 60 minutes of where they live; and 5) Make pregnancy planning standard practice in settings influential in the lives of young people, such as education.

Position Description

The National Campaign is a mid-sized non-profit in the DC Metro area looking for a service-focused and results-oriented individual to serve as our Technology Manager. The Technology Manager will be responsible for all internal technology infrastructure, usage, training, and strategy. This is a hands-on position and we are looking for someone with the ability and desire to be tactical and strategic in supporting our staff. The Technology Manager will be responsible for ensuring technology and communications systems, enterprise applications, and desktop systems operate as expected with minimal downtime as well as providing optimal service and support to Campaign staff. This position will also develop and implement project management plans; recommend purchase and maintenance schedule of IT equipment; implement policies, procedures, and standards, and manage vendor relationships. Currently, the Campaign uses Office 365, as well as a shared drive on a Windows server. Initial responsibilities will be to support the transition from the Windows server to OneDrive and SharePoint, as well as to assist with the selection and implementation of a new CRM. Once these transitions are complete, responsibilities will involve continued staff support of technology, as well as constantly staying abreast of new technologies that would benefit the Campaign and our programs, and managing future technology deployment and support.

Responsibilities

- Troubleshoot technology issues and serve as the first response to tech support for staff.
- Provide ongoing training guidance for the organization.
- Manage, maintain, and administer updates of IT infrastructure which includes (databases, servers-cloud or hosted, networking, storage, sharing, messaging, phone systems, etc...).
- Oversee and monitor security of all software and network systems including protocols for passwords.
- Act as the Office 365 subject matter expert in providing recommendations and driving business systems initiatives, and leading deployment of SharePoint intranet and other Office 365 applications.
- Participate in selection and lead the implementation and administration of a new CRM system.
- Manage file sharing servers and backups.
- Develop and maintain technology policies and procedures manual and ensure staff compliance.
- Procure technology hardware and software as needed; manage relationships with vendors maintain inventory and manage disposal when needed.
- Research, recommend and implement new technology and cost-effective solutions and upgrades.
- Produce a technology roadmap for the organization describing near- and far-term needs.

Minimum Qualifications

- Bachelor's Degree in Information Technology, Computer Science, or related field.
- 5 years related experience with servers, Microsoft operating systems, and software; Mac OS systems and software; VMware; and CRM software.
- Ability to communicate complex information to non-technical staff.
- Full understanding of the Microsoft Office 365 Services ecosystem, its inter-relationships, and impact of systems and applications on the existing and future environment.
- Patience, a good sense of humor, and a flexible nature.
- Experience training staff on new technologies preferred.

Salary and benefits

This is an exempt position. Salary is commensurate with experience and The National Campaign has an excellent benefits package. The National Campaign is an Equal Opportunity Employer.

Please send a cover letter, resume and salary history to:

recruitment2@thenc.org

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The National Campaign to Prevent Teen and Unplanned Pregnancy

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