Illinois

333 South Wabash Ave.
Suite 2800
Chicago, IL 60604

312 629 0060

Indiana

One Indiana Square
211 North Pennsylvania St.
Suite 2375
Indianapolis, IN 46204

317 860 6900

Michigan

3011 West Grand Blvd.
Suite 1715
Detroit, MI 48202

313 309 7825

Missouri

911 Washington Ave.
Suite 203
St. Louis, MO 63101

314 588 8840

3105 Gillham Road
Suite 200
Kansas City, MO 64109

816 335 4200

Ohio

500 South Front St.
Suite 125
Columbus, OH 43215

614 484 1811

Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202

414 563 1100

IFF
Position Description

Title: Network Security Administrator

Reports to: Director of Information Technology

Department: Information Technology

Department Function: Oversee all operations and ensures the highest level
                                          of quality of operations and administrations of IFF
                                          on a day-to-day and strategic basis, manage
                                          planning processes, Board relations and systems.

The Organization

IFF improves the world by strengthening nonprofits and the communities they
serve. As a mission-driven lender, real estate consultant, and developer, IFF helps
communities thrive by creating opportunities for low-income communities and
persons with disabilities. Key to our success has been a deep sense of purpose, a
broad perspective, and a relentless focus on achieving positive results. Across the
Midwest, we help clients from every sector, including human service agencies,
health centers, schools, affordable housing developers, and grocery stores. Staff
contributes its extensive business experience with an unrivaled connection to the
mission of IFF and the nonprofit clients it serves.

IFF is looking for candidates with a commitment to the work it does and can
demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm,
flexibility, organization, thoughtfulness, and sense of humor.

Our staff of nearly 100 professionals works from our Chicago headquarters, and we
also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Kansas
City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.

Basic Job Function

Oversees the networking and security operations on a day-to-day basis. Manages networking equipment, hardware upgrades, and monitors the Microsoft Azure and Threat Security Protection services. Manages Meraki security appliances and responsible for access control and administers Microsoft Azure environment. The individual in this role will be responsible for ensuring network and security systems remain up to date and oversees Microsoft Threat Security Protection services, remediate security and threat incidents, and resolves hardware and network issues across IFF multi-sites.

Job Duties and Responsibilities:

1. Defends systems against unauthorized access, modification and/or destruction and keeps users informed of known security threats.

2. Determines security violations and inefficiencies by conducting periodic audits, identifying abnormalities and reporting violations

3. Designs, setups and configures networking equipment

4. Maintains multi-site network operations

5. Implements security improvements by assessing current situation; evaluating trends, and anticipating requirements

6. Performs vulnerability testing, risk analysis and security assessment

7. Designs and conducts security audits to ensure operational security

8. Responds to inquiries from staff, system administrator, service providers, and outside vendors to provide technical assistance and support

9.   Troubleshoots malfunctions of network hardware, telecommunications and security systems to resolve operational issues and restore service.

10. Works with Director of Information Technology to create controls and procedures around data security.

11. Performs other duties as assigned.

Performance Measures:

1. Security incidents are analyzed, remediated and documented appropriately.

2. Efficient use of time and ability to manage multiple projects.

3. Network equipment and security systems are up and running with little to no downtime

4. Timely completion of all work. Deadlines set and met regularly.

5. Demonstrated knowledge of managing firewall and intrusion detection technologies

6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.

7. Models personal accountability that promotes ownership and engagement.

8. Builds and maintains effective working relationships with colleagues, peers and team members.

9. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.

10. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Four-year degree in Information Technology, Computer Science, or Information Systems or relevant experience and certifications in one of more of the following: CompTIA, Security+, CISSP or CISM.

Previous Experience: 1-2 years of security analysis or security administration experience, preferably in the financial services sector.

Special Knowledge & Skills:

1. This individual should have a high level of organizational and detail skills, must have great oral and written communication skills interacting with all levels of staff and the ability to balance multiple tasks and respond quickly to developments.

2. Proficient with Hyper-V and virtualized environments

3. Experience working with cloud-based solutions.

4. Excellent Customer service and communication skills

5. Ability to manage multiple, diverse tasks and prioritize among them. Ability to thrive in a fast-paced environment.

Unusual Requirements: Occasional evening and weekend work required. Moderate amount of lifting of server and networking equipment. Some travel to regional offices may be required.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Network Security Administrator" in the subject line.

IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.