

**Position Announcement  
(July 18, 2024)**

**SENIOR DIRECTOR OF DIGITAL TRANSFORMATION**

Reports to Mary Papazian, Executive Vice President

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The Association of Governing Boards of Universities and Colleges (AGB) has a career opportunity for a Senior Director of Digital Transformation.

**The Scope**

The Senior Director of Digital Transformation assists in developing strategies for AGB's evolving technology requirements and works with staff to implement new technology responses and procedures to support membership satisfaction and engagement. Reporting to the Executive Vice President, the incumbent will work across the association to ensure a unified vision of technology applications and solutions and the security of AGB's technology resources from cyber and other risks. The Senior Director is anticipated to be a thought leader in using technology to support AGB's strategic and operational agenda.

**The Duties**

*(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the position's essential duties with or without reasonable accommodations).*

- Advise AGB leadership and monitor activities regarding the nexus between our mission and technology strategies.
- Encourage the full and effective use of the association's member database and web services.
- Provide expertise for increasing functionality and integration across all programs; lead efforts to research, design, and customize technological systems and platforms that improve the AGB member experience.
- Work with leadership to develop and implement new systems and infrastructure plans, as needed; establish partnerships with IT providers and outsourced technology services.
- Identify necessary personnel resources, including on-site technical support and training, to sustain technology strategies.
- Oversee the planning, implementation, and tracking of specific short-term and long-term projects within the digital transformation initiative.
- Working closely with the CFO, develop technology budgets and analyze new digital strategies' costs, value, and risks.

- Ensure compliance with enterprise information systems policy, processes, procedures, and controls.
- Lead change management initiatives to ensure smooth and effective digital transformation. This includes fostering a culture of continuous improvement and digital innovation within the organization.
- Identify and mitigate risks associated with digital transformation projects, including technology risks, data security, and compliance issues.

### **The Requirements**

- Bachelor's degree in a technology-related area of study (e.g., digital systems, technology infrastructure, or other area of IT support).
- Ten years of relevant experience. Candidates with more experience will be credited with the degree requirement listed above.
- Experience as a leader in information systems and the development of digital projects. Substantial project management experience is preferred.
- Solid understanding of data analysis, budgeting, and business operations
- Superior analytical, critical, creative, and problem-solving capabilities.
- Ability to work independently and as part of a team, as well as curiosity and thirst for additional knowledge through ongoing training and engagement with the technology community.
- Working knowledge of cyber security challenges and tools.
- A strong strategic and business mindset.
- Excellent organizational and leadership skills.
- Exceptional communication and interpersonal skills.
- Knowledge of innovative higher education or industry uses of technology is a definite plus.

### **Equal Opportunity Employer**

AGB is an equal opportunity employer, and qualified applicants will be considered for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **The Organization**

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. Vital higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and critical

administrators on higher education governance and leadership. Learn more at [AGB.org](http://AGB.org).

Note: AGB is a hybrid workplace. The Senior Director of Digital Transformation will be expected to spend time in our headquarters office in downtown Washington, D.C. (a minimum of two days per week). Applicants should reside in the District of Columbia, Virginia, or Maryland within a reasonable commuting distance of downtown Washington, D.C.

Please contact HR for more information about this opportunity or to apply. Referrals are always welcomed. Please instruct your referrals to include your name in their cover letter, include a resume, and send to:

Larry L. Robertson  
SVP, Chief People Officer  
[LRobertson@agb.org](mailto:LRobertson@agb.org)

