

Position: Technical Content Management System Architect
Employment Status: Independent Contractor or Specialist Third Party Provider
Terms: Fixed Term Contract or similar, to be mutually agreed
Reports To: Chief Impact Officer
Location: Remote

About Multiplying Good

At Multiplying Good (MG) we believe individuals are transformed through service to others. Applying service as a tool for personal growth, we help people discover their ability to bring about positive change, deliver the skills they need to make that change and, by validating their impact, inspire them to do more. We have proven that this continuum of activation, training, and recognition generates ripples of good.

We work with young people to increase confidence in their ability to make a difference and build on the skills they need to be successful. We work with organizations to recognize employees for their acts of service in the community, resulting in happier and more productive workplaces and stronger communities. We work with media to create more connected audiences and recognize grassroots unsung heroes in their communities. All together, we highlight the power of service to activate empathetic leaders and changemakers and inspire greater impact through recognition.

Interested candidates should respond to all sections below in their application response.

1. Overview

- The primary goal of this contract position is to assess Multiplying Good's content management needs; to vet and then help select product options to meet our current and longer-term needs, and then work with company stakeholders to implement chosen products.

2. Initial scope of work

- Develop a detailed plan to move to organizational content to new platforms or update existing platforms.
- Lead and provide senior level expertise on priorities and decision-making priorities regarding content architecture across all lines of business to ensure workflows are client-focused, value-adding, sustainable while enabling the business to maximize ROI and manage risk.
- Delineate the scope and expectations of the CMS implementation, with the ability to demonstrate how the CMS will grow with the organization.
- Review and advise on design standards, requirements, platform options and builds, risks, cost-benefit analysis, and impact as they align with enterprise business process and goals. They will be able to document requirements, author technical specifications and document any integration needs.
- Lead technical design and workflow management sessions
- Perform the technical delivery of integrations and custom extensions

- Integrate both historical and partnered content into the system
- Produce a training manual that new employees can use to learn the CMS
- Transfer the work from active project to long-term steady state
- Develop data guidelines with a governance committee
- Future proof the CMS to allow for additions and further scaling
- Engage and train key staff on implementation and management post-contract
- Train the functionality of the new CMS system to other technical and non-technical staff
- Include for three months of post-contract support and training assistance to Multiplying Good on technical issues

3. Required Skills, Knowledge, and Abilities

- Serve as subject matter expert of Content Architecture
- Expertise in CMS design, content management product workflows, product enhancements, and platform releases.
- Demonstrated experience in utilizing SmugMug or a comparable CMS to meet business goals
- Demonstrated experience with Pimcore data and experience management platform or a comparable platform
- MG's current content management landscape includes, and is not limited to: SmugMug, DropBox, HostedFTP, Youtube, PimCore, Vimeo, and Zoho WorkDrive.
- Possess broad knowledge across multiple development platforms and draws on their skills and experience to assess requirements and architecture to design secure, high-performance technical solutions that optimize any new and existing platforms.
- Deep knowledge of user experience concerning accessibility, responsive design, and platform dependencies.
- In-depth knowledge and experience with Service-Oriented Architecture (SOA) and Web Services
- Excellent project management skills and ability to pro-actively move clients and colleagues forward through a project to meet deadlines
- Previous experience managing risk and risk mitigation efforts in relation to CMS lines of work
- Excellent written and verbal communication skills, including the ability to communicate technical information to non-technical stakeholders
- Experience leading and influencing process/change initiatives and creatively problem-solving

4. Education and Experience:

- Bachelor's degree or higher in Computer Science with a specialization in Systems Architecture and Engineering or equivalent qualification
- Prior experience as an architect of complex solutions that meet agreed business objectives.
- 7+ years IT experience with content management expertise

5. Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

6. Commitment to Diversity, Equity, and Inclusion

Applicants are actively encouraged to demonstrate their commitment to and understanding of diversity, equity, and inclusion. Multiplying Good is committed to living its mission by building a culture of service. At Multiplying Good, we get to spend our time surrounded by people who see service as part of who they are. Multiplying Good strives to ensure everyone interacts thoughtfully, with respect, and with kindness. From our staff, to our consultants, vendors, partners, and other stakeholders engaged in the work of Multiplying Good, our culture of service is not only core to what we do, it is core to who we are.

7. How To Apply

Candidates should send a proposal application and cover letter to careers@multiplyinggood.org

Applications will be considered on a rolling basis until the position is filled.

Multiplying Good is a 501(c)3 nonprofit with 100% remote workforce, and welcomes applications committed to youth development from anywhere within the United States. As the opportunity and business need arises, travel to any part of the country may be expected.

All qualified applicants are encouraged to apply. We are committed to building a diverse team to represent the communities we serve, and to pro-actively create a work environment where all voices are heard and valued.