

JOB DESCRIPTION TEMPLATE

Chief Information Officer (CIO)

The senior executive accountable for enterprise IT strategy, operations, and technology governance, aligning systems and data with business objectives and managing technology risk.

Department	Information Technology / Executive Leadership
Reports to	Chief Executive Officer / Chief Operating Officer / Board
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	12 to 15+ years

POSITION OVERVIEW

The Chief Information Officer (CIO) provides executive leadership for the organization's information technology strategy, operations, and governance. This role sets the direction for enterprise systems, infrastructure, applications, and data platforms in support of business objectives.

The CIO partners closely with executive leadership, business unit heads, security, risk, compliance, and finance to align technology investment with strategy, manage operational and cyber risk, and deliver measurable value from the technology portfolio.

As technology becomes central to competitive advantage, the CIO serves as the organization's senior authority on IT strategy, digital transformation, and the controls that govern how systems and data are managed.

KEY RESPONSIBILITIES

TECHNOLOGY STRATEGY

- Develop and execute the enterprise IT strategy and multi-year roadmap.
- Align technology investment with business objectives and priorities.
- Lead digital transformation and modernization initiatives.
- Set enterprise architecture standards and technology governance policies.
- Present technology strategy and performance to executive leadership and the Board.

IT OPERATIONS

Direct the reliable, secure operation of enterprise systems and services, including:

- Infrastructure, networks, cloud platforms, and data centers
- Enterprise applications, ERP, and business systems
- Service management, availability, and operational resilience
- Capacity planning, performance, and end-user support

TECHNOLOGY GOVERNANCE

- Establish IT governance policies, standards, and controls.
- Oversee the technology investment and project portfolio.
- Ensure alignment with COBIT and ITIL practices.
- Maintain executive dashboards and technology reporting.

CYBERSECURITY AND RISK OVERSIGHT

Partner with security and risk leaders to oversee enterprise technology risk, including cybersecurity posture, access management, data protection, business continuity, disaster recovery, and third-party technology risk.

DATA AND INFORMATION MANAGEMENT

- Set enterprise data management and governance standards.
- Oversee data platforms, analytics, and reporting capabilities.
- Ensure information is accurate, available, and appropriately protected.
- Support data-driven decision making across the business.

VENDOR AND FINANCIAL MANAGEMENT

Manage the technology budget, vendor relationships, and sourcing strategy, including contract negotiation, service level oversight, cost optimization, and concentration risk across major technology providers.

TEAM LEADERSHIP

Build and lead the technology organization, including talent development, organizational design, workforce planning, and a culture of service, security, and continuous improvement.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or a related discipline. Master's degree or MBA preferred.
- 12 to 15+ years of progressive experience in information technology, including senior leadership roles.
- 5+ years leading enterprise technology functions or large IT organizations.
- Experience briefing executive leadership and Boards of Directors.
- Strong understanding of enterprise architecture, cloud, cybersecurity, and data platforms.
- Track record of delivering technology strategy and transformation in complex organizations.

PREFERRED CERTIFICATIONS

One or more of: CGEIT, CISM, CISSP, CDPSE, PMP, TOGAF, ITIL, or COBIT certification.

TECHNICAL KNOWLEDGE

Enterprise architecture, cloud computing, IT infrastructure, enterprise applications and ERP, cybersecurity, data management and analytics, IT service management, technology governance, IT risk management, vendor management, budgeting and financial management, and digital transformation.

ESSENTIAL COMPETENCIES

Strategic leadership, executive communication, Board presentation skills, business alignment, change leadership, program management, negotiation and influence, and sound technology decision making.

SUCCESS MEASURES: FIRST 12 MONTHS

- Establish or refresh the enterprise IT strategy and roadmap.
- Assess technology risk, security posture, and operational resilience.
- Strengthen IT governance, standards, and portfolio oversight.
- Deliver priority modernization or transformation initiatives.
- Improve system availability, performance, and service quality.
- Optimize technology spend and vendor relationships.
- Build executive and Board technology reporting.
- Develop the technology team and organizational capabilities.

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