

**Director of Information Technology**

**Location:** Falls Church, VA (Hybrid)
**Organization:** Community Associations Institute (CAI)

**About Us**

Community Associations Institute (CAI) is an international membership organization dedicated to advancing excellence in the governance, management, and quality of life of community associations. With more than 50,000 members and 64 chapters worldwide, CAI provides education, resources, and advocacy that empower community association leaders and professionals. Our mission is to inspire professionalism, effective leadership, and responsible citizenship—ideals reflected in associations that are preferred places to call home.

**About the Role**

We are seeking an experienced, forward-looking Director of Information Technology to lead CAI’s technology strategy and infrastructure. This is a hands-on leadership role, responsible for system reliability, cybersecurity, vendor partnerships, and modernization initiatives—including the successful implementation of a new Association Management System (AMS). The ideal candidate is both a strategic thinker and a practical problem-solver who can translate IT into business impact across a dynamic environment.

**Key Responsibilities**

* Lead and execute CAI’s IT strategy aligned with organizational goals.
* Oversee enterprise systems including Microsoft 365, SharePoint, Exchange, Teams, Azure, financial systems, and the AMS.
* Manage outsourced vendors (including DelCor Help Desk) and ensure high service performance.
* Serve as the primary leader for IT security, data privacy, and compliance (GDPR, PCI DSS).
* Supervise a Data Architect, interns, and IT partners while fostering a collaborative, innovative culture.
* Drive digital transformation through AI, automation, and member engagement technologies.

**What We’re Looking For**

* Education: Bachelor’s degree in IT, Computer Science, or related field required; advanced degree and certifications (CISSP, CISM, PMP, Microsoft, PCI) strongly preferred.
* Experience: Minimum 8 years of progressive IT leadership, ideally in a nonprofit or membership association.
* Skills: Strong leadership, enterprise systems expertise, cybersecurity, vendor management, and project management.
* Proven success implementing AMS platforms and leading large-scale system integrations.
* Ability to communicate technical concepts clearly to executives, staff, and stakeholders.

**Why Join CAI?**

* Work with a mission-driven, global nonprofit that sets the standard in community association living.
* Lead meaningful technology transformation projects that impact 50,000+ members worldwide.
* Collaborate in a supportive, hybrid work environment that values innovation and work-life balance.
* Competitive compensation and benefits, with opportunities for professional growth and continuing education.

**Apply Now**

If you’re ready to lead technology strategy at a global not-for-profit making a real difference in communities, we’d love to hear from you. Apply today and help CAI shape the future of community association living. To be considered, please submit a cover letter that includes your salary requirements along with your resume. NOTE: Incomplete submissions will not be reviewed.