



<b>JOB TITLE</b>	IT Systems & Security Manager		
<b>REPORTS TO</b>	Director of Technology		
<b>BASED AT (OFFICE LOCATION)</b>	Boise, ID		
<b>REGULAR/TEMPORARY</b>	Regular	<b>FULL/PART-TIME</b>	Full-Time Exempt

**MISSION**

Conserving Birds of Prey Worldwide

**WORK WITH US**

For over 50 years, The Peregrine Fund has worked to conserve birds of prey. Addressing threats such as pollution, deforestation, and human-wildlife conflict is key to supporting the world’s 561 species of raptors and the ecosystem upon which we all rely. As top predators, raptors serve as indicators of ecosystem health while providing essential services like rodent control and disease prevention through carrion removal. The Peregrine Fund relies on science to assess extinction risk and causes of decline to allocate resources effectively while engaging local communities in comprehensive, collaborative conservation solutions, unique and innovative to each region. Key achievements include removing the Peregrine Falcon from the U.S. Endangered Species List, helping restore the Mauritius Kestrel population from just four wild birds, and identifying and addressing the drivers of the Asian Vulture Crisis. Current projects span dozens of countries, including community-based conservation in Madagascar, doubling the known Ridgway’s Hawk population on Hispaniola, and managing California Condor recovery efforts in the American West.

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life, and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

The successful applicant will be required to complete a background screening before a final offer of employment is made.

**POSITION SUMMARY**

Information Technology is a foundational function that supports all business units of The Peregrine Fund. The IT Systems & Security Manager develops and manages all technology infrastructure and provides support for systems and software.

**ESSENTIAL FUNCTIONS**

The IT Systems & Security Manager ensures that the organization’s communication and data resources are functional and protected. This requires expertise in many aspects of enterprise technology infrastructure, from design of computer servers to the installation and implementation of network architecture. Developing and maintaining efficient and effective technology solutions for organizational needs is essential in this role and often requires collaboration with both internal and external stakeholders.

## RESPONSIBILITIES AND SCOPE

- Plan, design, and deliver IT infrastructure projects in coordination with internal staff and external consultants, ensuring alignment with business objectives and technical standards, and in collaboration with the Director on architectural decisions and major platform selections.
- Lead network infrastructure configuration and management, including security appliances and related services.
- Collaborate closely with IT teammates, business stakeholders, and vendors to deploy and manage all company infrastructure.
- Recommend, deploy, maintain, and improve cybersecurity infrastructure, including firewalls, network security architecture, and endpoint protections, serving as the technical resource for security infrastructure. Collaborate with the [IT Ops Manager], who holds primary ownership of cybersecurity operations, on security assessments, policy development, and incident response procedures.
- Direct the design and ongoing management of physical, cloud, and other virtual infrastructure, establishing standards for deployment, security, and lifecycle management.
- Lead response to infrastructure incidents, including development and maintenance of incident response procedure documentation.
- Administer identity and access management systems, including directory services, SSO platforms, MFA infrastructure, and related security policies, following current best practices.
- Oversee data storage, backup, and disaster recovery infrastructure across on-premises and cloud platforms, ensuring readiness and alignment with business continuity requirements. Collaborate with the Operations Manager on data policy development, applying infrastructure constraints and capabilities to inform policy decisions.
- Lead the development and ongoing improvement of IT infrastructure SOPs, including business continuity and disaster recovery plans.
- Evaluate and recommend hardware, software, and services for procurement, providing technical assessments and architectural justifications to inform purchasing decisions. Collaborate with the Operations Manager, who owns the procurement and vendor management process, on purchase through deployment.
- Troubleshoot and resolve advanced issues in all company infrastructure, coordinating with consultants as needed.
- Oversee the network monitoring and alerting platform, ensuring proactive detection and resolution of performance and security events.
- Maintain current, comprehensive documentation of all infrastructure configurations, architecture decisions, and operational procedures, with the explicit goal of eliminating single points of knowledge failure across the team.
- Maintain environmental controls and monitoring for server and network rooms.
- Collaborate with the Director and Senior IT Manager during the onboarding period to systematically assume SME responsibilities for infrastructure assets currently held by other team members, following a transition plan established at hire.
- Install, configure, and support infrastructure at office and field locations; some travel may be required.
- Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

- 4+ years' experience in a similar role
- Proficient with cybersecurity standards and implementation
- Proficient in project management with the ability to manage multiple simultaneous projects
- Experience with network architecture and management
- Experience with management of Microsoft Windows Server, Microsoft 365, Active Directory, and Entra ID
- Experience with management of data storage solutions, including NAS, SAN, and backup/recovery
- Experience with virtualization and cloud platforms, including various encryption technologies
- Familiarity with user environments with mixed end-user technologies (i.e. Windows, Mac, mobile)
- Strong troubleshooting, problem solving, and reasoning skills

## **PREFERRED QUALIFICATIONS**

- Experience with Sophos security appliances, hardware, and software
- Experience with management of Google Workspace
- Experience with Jira Service Management
- Experience with AWS infrastructure architecture and management
- Experience with network cameras and video management systems
- Experience with management of VoIP telephony
- Experience with management of Linux, ESXi, and BSD servers
- Familiarity with ITIL4 and IT Service Management principles
- Familiarity with PCI Compliance standard

## **WORKING CONDITIONS**

Most of the work performed in this position varies between on-site offices, telecommuting, and occasional work outdoors and in building mechanical spaces. The schedule is primarily standard business hours, with occasional work at night and on weekends when necessary to avoid disrupting business operations. Willing and able to lift up to 40 lbs, climb ladders, and work from floor-level to rooftops for short periods of time. Participate in weekend on-call rotation and respond to after-hours emergencies as needed.

## **COMPENSATION**

Salary \$60,000 - \$65,000 (Depends on experience)

## **HOW TO APPLY**

Send via email a single file attachment (PDF preferred) including a cover letter, resume, and contact information for 3 references to: [employment@peregrinefund.org](mailto:employment@peregrinefund.org). Title "LastName\_FirstName\_IT Systems & Security Manager" and include the job title you are applying for in the subject line.