

CONFIDENTIAL CLIENT**VICE PRESIDENT OF TECHNOLOGY**

POSITION SPECIFICATIONS

CLIENT

My client is a top manufacturer / distributor of consumer products. Based within a short driving distance of Joplin, MO, their products are meant to play a role in families' lives for years and years. Products are sold both in-store and online through big box and specialty retail channels such as Amazon, Walmart, Sam's Club, Home Depot, and Lowe's as well as their own ecommerce retail channel.

More information about our client will be shared at the appropriate time.

RESPONSIBILITIES

The Vice President of Technology ("VP") will develop technological strategies in support of business initiatives. S/he will ensure security of data and administer an ERP system and additional Information Systems that align with established business initiatives while providing data analytics for such business initiatives.

This key position will be instrumental in the development of tactical initiatives in support of the company's technological strategic initiatives, as well as providing information security. Reporting to the Head of Finance and Accounting, the VP will lead a team of approximately six technology professionals. Essential duties and responsibilities include:

Administration

- Collect and analyze business objectives to plan technology purchases, upgrades and implementations, security of systems, reliability of systems, etc.
- Provide data analytics associated with implemented systems and processes.
- Approve purchases of technological equipment and software and establish partnerships with IT providers.
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance.
- Analyze the costs, value and risks of information technology to advise management and suggest actions.

Strategic & Tactical Planning

- Set objectives and strategies for the IT department; create tactical initiatives (methods and processes) to implement strategic initiatives
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits
- Assist in developing, maintaining, reviewing and improving strategic organization-wide information security and risk management plan.
- Design and customize technological systems and platforms to improve customer experience.
- Monitor changes or advancements in technology to discover ways the company can gain competitive advantage.

Leadership & Team Management

- Lead and develop the technology team as it relates to development, integration, maintenance, and protection of information systems and technology by coordinating time and resources to provide best level of support to internal customers
- Manage training process of end users on system functionality specific to roles established and approve access necessary to function in role.
- Direct and organize IT-related projects.

Compliance and Change Control Management

- Evaluate, facilitate and execute regulatory requirements for applicability.
- Audit and develop processes to ensure accurate and compliant reporting including review of IT related internal controls to ensure key control activities are accurately depicted.
- Manage the change control process for approval, testing/validation, implementation and sign-off of change requests for system reporting, configuration changes and business process implementations.
- Plan and implement security measures to protect the Company's networks and systems.

User and Vendor Management

- Negotiate and work with vendors to obtain the best support, services and products for the Company
- Facilitate problem solving with internal customers and/or vendors to resolve system issues and ensure the business proceeds without interruption.
- Special ad hoc projects as assigned by CEO, Finance Leader, and other corporate executives

EDUCATION AND EXPERIENCE

- Bachelor's degree (Computer Science, Information Technology, etc.) is required.
- 10+ years of experience in IT leadership and digital transformation.
- Industry background in manufacturing, distribution, warehousing, retail, or related sectors.
- Strong business acumen with practical decision-making and adaptive thinking to navigate complex challenges.
- Proven leadership in IT strategy, infrastructure, cybersecurity, and governance; experience scaling systems and ensuring compliance with GDPR, CCPA, and IT best practices.
- Skilled in managing cloud and on-premise systems, networks, system performance, and IT operations, including vendor and risk management.

- Experience with ERP, WMS, CRM, and business intelligence tools to enable data-driven decision-making and seamless integration across platforms.
- Background in e-commerce technology, with expertise in third-party platforms, API integration, and Shopify or similar tools.
- Track record of mentoring IT teams, building cultures of innovation and continuous improvement.
- Strong communication skills to align IT with business, operations, and sales, translating technical solutions into strategic value.
- Proven success managing enterprise-wide projects, IT budgets, and vendor relationships, with a focus on cost efficiency and performance.

PERSONAL CHARACTERISTICS

- Highest standards of honesty and integrity.
- An entrepreneurial mindset with the rigor and discipline to build the business and creative competencies that will allow the Company to stand out in the market.
- Must be highly organized, consistently dependable, and driven to achieve outstanding results.
- Possess a critical decision-making mindset, capable of evaluating complex situations and making sound judgments swiftly.
- Ability to see the big picture, think strategically, and implement improvements. Must project exceptional leadership attributes (e.g., mentor/coach).
- Embraces and promotes a positive attitude toward change. Committed to creating a constructive work environment where challenges are seen as opportunities to develop the best ideas, making this mindset a fundamental part of daily operations.

COMPENSATION

Compensation will be market-based, corresponding to the experience level, credentials, and personal characteristics of the candidate. A base salary will be supplemented by participation in a short-term incentive program. A full range of employee benefits will be offered to the successful candidate including: a 401(k) plan (matching provision); health, life, and optional disability insurance; vision and dental coverage.

GEOGRAPHIC LOCATION

Geographically, the position will be located within 1.5 hours driving distance of the Greater Kansas City metropolitan area. It is anticipated that the VP will reside within a reasonably commutable area and work in the office approximately two days per week.

APPLICATION PROCESS

CBIZ Talent & Compensation Solutions, an executive search firm, is assisting our Client with this important search. All calls and inquiries should be made through the search firm.

Nominations and applications will be held in confidence. Review of applications will begin immediately and will continue until the position is filled.

NON-DISCRIMINATION

Our client and CBIZ Talent & Compensation Solutions support the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state or local law.

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